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UNIVERSITY OF ILLINOIS AT CHICAGO CIRCLE

STUDENT HANDBOOK 1974-76



# STUDENT HANDBOOK

UNIVERSITY OF ILLINOIS

AT

CHICAGO CIRCLE

1974-76

## Building Abbreviations

Addams Hall	AH
Architecture and Art Building	A&A
Behavioral Sciences Building	BSB
Burnham Hall	BH
Chicago Circle Center	CCC
Douglas Hall	DH
Education and Communications Building	ECB
Grant Hall	GH
Jane Addams Hull-House	JAH
Jefferson Hall	JH
Lecture Center	LC
Library	LIB
Lincoln Hall	LH
Medical Center	MC
Patrick Henry Hall	HH
Physical Education Building	PEB
Roosevelt Road Building	RRB
Science and Engineering Laboratories	SEL
Science and Engineering Offices	SEO
Science and Engineering South	SES
Services Building	SB
Stevenson Hall	SH
Taft Hall	TH
University Hall	UH
Utilities Building	UTB

## Campus Telephone Numbers

When you call a campus telephone number from off campus, dial the University prefix, 996, followed by the four digits of the extension.

## Mail Address

University of Illinois at Chicago Circle  
Box 4348, Chicago, Illinois 60680  
Telephone: 996-3000

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The purpose of this handbook is to serve as a concise and ready reference to information that will assist the UICC student in becoming familiar with the campus, University regulations, and available student services.

It is intended that each UICC student will use this handbook in conjunction with the catalog, Undergraduate Study, which contains a more detailed explanation of many of the items included here. This handbook provides information on academic policies and regulations, student facilities and services, student activities, and general University policies and regulations. In addition, the *Campus Services Directory* has been added to help each student find the appropriate office or service for resolving the common problems of student life.

# Academic Information

The primary aim of the UICC student is the successful completion of his academic program at UICC. A thorough understanding of academic information, policies, and procedures early in his college career will help the student attain this goal.

## Colleges and Schools

The University of Illinois at Chicago Circle comprises the Colleges of Architecture and Art; Business Administration; Education; Engineering; Health, Physical Education, and Recreation; and Liberal Arts and Sciences; the Graduate College; and the Jane Addams School of Social Work. (For information about the undergraduate degree program in social work, see the catalog, Undergraduate Study, or consult the Jane Addams School of Social Work, 4329 ECB, Ext. 3218.)

Once admitted to a UICC college, the student meets its requirements for graduation, receives academic advising from it, and is graduated on its recommendation. Consequently, final decision on all academic matters at the University rests with the student's college. For the locations of the colleges, see the *Campus Services Directory* in this handbook.

## Registration

Registration is the act of enrolling in an approved program of courses. A student who has completed the following procedures is considered registered and is eligible to attend classes:

1. Taken course placement tests, if necessary.
2. Received program advisement from his college, if required, and submitted his program card, No. 2 card.
3. Submitted his fee card, No. 6 card, to the Cashier's Office, regardless of whether he is subject to payment of tuition and/or fees.

A *Continuing Student* is one who completes any session on clear or probation status. He may register for the succeeding session unless he was admitted to the summer term only. A continuing student's succeeding session for the spring quarter is the summer term or the fall quarter, depending on whether he registers in the summer term. For a student approved for an Off-Quarter Vacation, the succeeding session is the one following the vacation.

A student registers by advance enrollment or during either residual registration or late registration.

*Advance Enrollment* is the process by which a student selects his courses and sections for the ensuing term in advance. Continuing students are offered the opportunity to advance enroll for every term. New and readmitted students may do so only for the fall quarter.

*Residual Registration* is held on assigned dates before classes begin. Students who enroll during residual registration choose their courses and pay their fees on those days.

*Late Registration.* Students who register after classes have begun are subject to a late-registration fine of \$15. If the fine is assessed, a student may petition the director of Admissions and Records for waiver or refund of this fine.

*Registration as a Visitor.* The privilege of attending classes as a visitor is granted only by the instructor of the class with the approval of the dean of the college concerned. Registration forms may be obtained in the Office of Admissions and Records. Visitors are not permitted in laboratory, military, or physical education classes.

Registered students on a full-fee schedule and those exempt from tuition do not pay a visitor fee. All others are charged a fee of \$15 per course attended as a visitor.

*Concurrent Registration.* Students enrolled at UICC may be concurrently registered at the University of Illinois at the Medical Center and in courses offered by the City Colleges of Chicago. For information and application forms, interested students should check with the UICC Office of Admissions and Records.

## **Tuition and Fees**

All students are assessed tuition and fees, which are payable in full as part of registration. The amount of tuition and the service fee vary with the number of credit hours for which the student registers. Tuition (but not the fees) also varies according to the resident or nonresident status of the student in the state of Illinois. For the hourly ranges of credit and the corresponding amounts of tuition and fees and for information about deferring a portion of the tuition, consult the current Timetable, or the catalog, Undergraduate Study.

*Students in Debt to the University* for fees or charges are not entitled to register for ensuing quarters or to receive official transcripts or diplomas from the Office of Admissions and Records until the indebtedness is cleared.

## **Full-Program Requirement**

The University of Illinois considers a student as full time if he is enrolled for 12 or more hours. Twelve hours is the minimum for full-time tuition-and-fee assessment, for participation in intercollegiate athletics, and for full-time certification to outside agencies. Various outside agencies, however, use other criteria, and the student should consult the agency's office for its definition of full-time status.

## **Change of Study Program**

A change in program involves a student's withdrawing from a course in which he is officially registered or his adding a course, or both. A change from one *section* to another of the same course is not a change in program.

Permission for change of program may be given only by the dean of the college in which the student is enrolled. Permission for a change of section may be given only by the department offering the course in which the change is requested.

An enrolled student may not enter a new course after the close of the second week of instruction in any term. Changes after this time must have college approval.



*Exception.* A student may be required by his college office to drop an advanced course and register in a prerequisite course because of inability to carry the advanced course. Unless otherwise noted on the change-of-course form a W (withdrawn without penalty) will be recorded for a course so dropped.

Deadlines for dropping courses are established by the individual colleges. Students should check with their colleges for the current term deadline date.

## **Change of College at Chicago Circle**

A student registered in one college who wishes to change to another must report his intent to the office of the college in which he is enrolled. A change of college may be made only after the close of a term, during advance enrollment, residual registration, or late registration. The transfer is not complete until recorded on the student's record in the Office of Admissions and Records.

New and readmitted students who have not yet registered initiate a change of college in the Admissions and Readmissions division of the Office of Admissions and Records, 1-120 LIB, Ext. 4350.

## **Change of Curriculum**

Since curricular requirements vary within the colleges, a student who wishes to change from one curriculum to another should initiate the action in his college office.

## **Off-Quarter Vacations**

Students may use any one of the four terms of instruction for vacation. The student wishing to use the fall, winter, or spring quarter as his vacation, or Off Quarter, should consult the undergraduate catalog for procedures and regulations.

The student Hospital-Medical-Surgical Insurance may be carried during any quarter used as an Off-Quarter Vacation. Arrangements should be made with the Insurance Office, 1219 UH.

## **Withdrawal from the University**

When a student's attendance in classes has ceased before the end of the term and no other arrangements have been made with the instructors, failure to withdraw from the University can result in failure grades. A student should initiate official withdrawal in the college in which he is enrolled.

## **Withdrawal from the University to Enter Military or Other National Defense Service**

When a student withdraws from the University to enter into active service with the armed forces of the United States or another country or with another national defense service (including the National Guard), he must be

on active duty within ten days after withdrawal if he is to benefit from the following rules. It is his responsibility to present to the University proof of the fact. The most effective way of presenting such proof is to have the personnel officer of the unit to which he is assigned certify to the University the date of his entrance into active duty.

### Credit

1. If withdrawal occurs during the first five weeks of instruction, the student does not receive any academic credit.
2. If withdrawal occurs during the sixth to eighth week (inclusive), he receives half credit in those courses in which his grades are C or better at the time of withdrawal and W (withdrawn without penalty) in those courses in which his grades are below C.
3. After the eighth week, full credit is allowed for all courses in which he is earning C or better and W for courses in which he is earning less than C.
4. A student, irrespective of his grade in any course in which he is then registered, is entitled at his discretion to take an examination for credit in the course or for credit only for the first half thereof. The usual grading system applies.
5. Students who are members of the active reserve forces (including the National Guard) called to active duty under normal training orders are not granted academic credit for courses in which they are enrolled unless they have requested a postponement of such a period of active duty for training until the vacation term and unless the University has received a verification that such a request was officially denied. This requirement, however, shall not apply to individuals who are called to active duty as a result of national emergency or as a result of the mobilization of the reserve forces (including the National Guard).

### Graduation

1. A student who has been in residence at Chicago Circle for not less than three terms and who has met all requirements for graduation except those that he would fulfill by completing the courses for which he is registered at the time of withdrawal may be recommended for his degree, provided he has completed the fifth week of that term and has a standing that, if maintained to the end of the term, would satisfy the requirements for graduation. If the withdrawal occurs before the completion of the fifth week of that term, the student may be recommended for his degree if he passes examinations covering the first half of the subject matter of the courses in which he is registered.
2. A senior in good standing who at any time leaves the University to enter military service and who lacks no more than 1/24 of the credit hour total required for his degree may, at the discretion of his college and on the approval of his major department, be recommended for the degree. A student who has previously acquired credit hours for military service withdrawal is not considered eligible for this privilege.

- a. A "senior in good standing" shall be interpreted to mean one whose progress during his University registrations has been satisfactory to the administrative officers of his college. Grounds for dissatisfaction are negligence in meeting requirements or in making up scholastic deficiencies.
- b. "At any time" shall be interpreted to mean during any term of residence or the interim between successive terms. It is not intended that students who stay out of college for any quarter, and who thus do not make continuous progress toward their degree, shall be eligible for the privilege extended in these rules.

## Refunds

For refunds authorized for such withdrawals, see *Refunds* in the chapter *Campus Policies and Regulations*.

## Readmission to UICC

A former student at the University of Illinois must apply for readmission if:

1. He was not registered at Chicago Circle in the previous session or he cancelled his registration for that session. (This does not apply to summer terms or to approved Off-Quarter Vacations.)
2. He is on drop status for poor scholarship or has been dismissed by disciplinary action. In either case, he must also file a petition with the director of Admissions and Records, who will forward it to the appropriate office.

*Exception:* If a student is dropped for poor scholarship at the end of any term, he should consult with the dean of his college for possible immediate readmission for the ensuing term. If the dean so approves, a change-of-status form must be completed.

3. He withdrew prior to the end of the preceding session. See *Withdrawal from the University*.
4. He was graduated from Chicago Circle at the end of the preceding term. A former student at the University of Illinois at Chicago Circle may be considered for readmission at any time; however, if capacity is limited, applications will be considered in the order of scholastic excellence. A student who applies for readmission to the fall, winter, spring, or summer-and-fall terms, after attending another institution, must furnish transcripts from each institution attended since his last registration at Chicago Circle. However, a former student applying for only the summer term needs to furnish a statement that he is eligible to return to the institution last attended. Application and petition forms may be obtained by telephone, by mail, or in person at the Office of Admissions and Records, 1-120 LIB, Ext. 4350. Applications for readmission must be accompanied by the \$20 nonrefundable application fee.

## Examinations

### Term Examinations

1. Examinations are given at the end of each term at the option of the instructor.
2. Deferment of a final examination may be authorized only by the instructor. A student who must miss a scheduled final examination should report this fact to the instructor as soon as possible and before the examination is given. If his reasons for requesting deferment are legitimate, he may be given an In (incomplete) by the instructor, and he may be examined later at the mutual convenience of the instructor and himself.
3. An In not removed by the end of the term following that in which it was received automatically becomes an E (failure) if the student is enrolled in the following term. If the student receiving an In does not re-enroll, the In, if not removed, becomes an E one calendar year after it is received.
4. If the dean of his college approves, the student who has not made up an excused examination may be withdrawn from the course retroactively if such withdrawal is completed within the time limits specified in 3.

### Proficiency Examinations (Subject to change)

Analogous to the term examinations, proficiency examinations are available in all courses ordinarily open to freshmen and sophomores and may be requested of the head or chairman of a department offering more advanced courses. There is no fee for these examinations. A student who passes a proficiency examination is given credit toward graduation if this credit does not duplicate credit counted for his admission to the University and if the course is acceptable in his degree program. The grade for a proficiency examination is passed or not passed, but a student is not passed unless he has earned at least the equivalent of C. No official record is kept of failures in these examinations.

Proficiency examinations may be taken only by the following:

1. Students in residence.
2. Persons who have been in residence and are currently registered in correspondence courses at the University of Illinois.
3. Persons who, though not currently registered, are candidates for degrees at the University of Illinois and need no more than 15 quarter hours to complete the requirements for the degree.
4. Persons enrolled at one University of Illinois campus who wish to take an examination being given at another campus (they must secure an application for Concurrent Registration from Admissions and Records).

Proficiency examinations may *not* be taken:

1. To raise a grade or remove a failure.
2. In a course that has been attended as a visitor.
3. By a student who has credit for more than one term of work in the subject in advance of the course in which the examination is requested.



A proficiency examination is not considered an interruption of residence for graduation, nor is credit earned in this examination counted toward satisfying the minimum requirement toward the degree if the last 45 quarter hours must be earned in residence.

### Special Examinations

A request for a special examination should be initiated in the office of the head of the department concerned. However, the dean of the student's college must also grant approval, and the associate director of Registration and Records in the Office of Admissions and Records must authorize the special examination and assess the \$10 examination fee. The following additional provisions also apply to special examinations.

1. Special examinations may be taken only in courses failed at the University of Illinois and in University of Illinois correspondence courses in which a grade below C was received. A special examination in a failed course should be taken before the end of the next term in which the student registers following such failure. A special examination in a correspondence course in which a grade below C was received by a student not currently registered in the University must be taken within 30 days of the date of notification of the grade by the Correspondence Section of the Office of Extension.
2. A special examination may not be given during the period that begins ten days before and continues for ten days after each final examination period.  
*Exception:* Special examinations may be given on and after the first Friday of the winter and spring quarters.
3. Under provision 2, a student who has completed the work of the fall or winter quarter is considered registered and eligible to write such an examination for 15 days after the close of the final examination period. A student who has completed the work of the spring quarter and is not registered in the summer term is considered registered and eligible to write such an examination until the end of the registration period for the fall quarter.
4. The Office of Admissions and Records is authorized to issue a special examination permit to a person who is not currently registered in the University but who is nevertheless a candidate for a degree at the close of the college year in which the examination is to be written and who does not lack more than 15 quarter hours to complete degree requirements.
5. A student who has been dropped from the University is not eligible to write a special examination.
6. A special examination grade is recorded as "pass" or "fail," but a student is not given a "pass" unless he has earned the equivalent of at least C on the examination.
7. Credit earned by special examination is not used in computing grade point averages, but it does count toward graduation.

## Grades

Each student should thoroughly understand the meaning of the grades and symbols and the point value of each grade utilized at UICC. The grading system is outlined in the catalog, Undergraduate Study. The University mails to each student a report of his term grades approximately five school days after the end of the final examinations.

Students are classified by year, on the basis of the number of credit hours earned. For the guidelines used by the Office of Admissions and Records, consult the catalog.

### Pass/Fail Option

An all-campus Pass/Fail option for UICC undergraduates has been established. The general policy as enacted by the Senate is as follows:

1. The student must be in good standing as defined by the college in which he is registered.
2. A maximum of 32 quarter hours of credit may be earned at UICC under the Pass/Fail option. If a student withdraws from a Pass/Fail course before the end of the last day of instruction in the sixth week of the term, the credit hours the course carries will not count toward the total of 32 quarter hours authorized.
3. No more than one course per term may be taken under this option.
4. The Pass/Fail option may not be used in any course required for the major including prerequisite and collateral courses.
5. The Pass/Fail option in a course must be elected by the end of the tenth day of instruction of the term.
6. The Pass/Fail option in a course cannot be revoked after the close of the tenth day of instruction in the term.
7. A college or school may, by action of its faculty, institute a more restrictive policy for any or all of the above provisions.
8. Instructors are not informed that the Pass/Fail option has been elected, but assign a letter grade in the usual manner. The Office of Admissions and Records retains a record of that letter grade, but it is not entered on the student's transcript except as hereafter provided.
9. For courses taken under the Pass/Fail option, P is recorded on the transcript if a letter grade of A, B, C, or D is earned. If the letter grade E is assigned, an F is entered on the transcript. Grades of In and Df will be replaced by P or F upon completion of the courses.
10. The grades P and F are not used in the computation of the GPA.
11. The P and F are final and cannot be reconverted to letter grades except under the following circumstances: If, during the student's final term prior to graduation, it is found that one or more of the courses needed to satisfy the requirements of a student's major field were completed under the Pass/Fail option at UICC (prior to the declaration of the major or prior to intercollegiate or intercurricular transfer), the student may elect that a sufficient number of P's be replaced by the originally assigned letter grades to meet major requirements. Only the minimum number of reconversions will be made. If such a minimum can be met by more than one selection of

reconversions, the student may elect his preference. This same policy will apply in the case of any additional restrictions instituted by a college or school under provision 7.

Exceptions to and/or amplifications of the policy have been drafted by the separate colleges. These are outlined below.

### *Architecture and Art*

1. Provision 1: A student is in "good standing" if he is on "clear" or "Dean's List" status. A student on probation is not in good standing. A student on "Status Undetermined" may be eligible for the Pass/Fail option if he is given clearance by the assistant dean or his designate.
2. Provision 4: *Prerequisite* and *collateral* courses are interpreted by the departments as follows:
  - a. *Architecture*: courses with the prefix *A&A* and/or *Arch* will *not* be allowed for Pass/Fail; courses listed as required will *not* be allowed for Pass/Fail, such as Mathematics 130, 131, 132, 194, 195; Sociology 100 and 276; Physics 101 and 102; History of Architecture and Art 142, 143, 144. History of Architecture and Art courses 231 through 238 *will be allowed* for the Pass/Fail option including other elective courses such as the physical sciences elective, the art electives, and the social sciences and/or the humanities electives, not to exceed a maximum of 32 quarter hours.
  - b. *Art*: courses with the prefix *AD* will *not be allowed* for Pass/Fail; for art education majors courses listed as required *will not be allowed* for Pass/Fail, such as Speech 100 and 101, Psychology 100, Political Science 151, and Education 170, 210, 230 or 235, 250, 270 and 271; courses in the college with the prefixes *Arch*, *Art*, and *HAA* *will be allowed* for Pass/Fail; general education electives also *will be allowed* for Pass/Fail, not to exceed a maximum of 32 hours.
  - c. *History of Architecture and Art*: courses that have the prefix *HAA* *will not be allowed* for Pass/Fail; all other courses, including the 16 quarter hours in art studio and the general education electives, *will be allowed* for Pass/Fail, not to exceed a maximum of 32 hours.

### *Business Administration*

1. Courses taken for Pass/Fail must be used only in the following curriculum categories:
  - a. Old curriculum (humanities, behavioral sciences, history and/or political science, natural sciences—not including required mathematics, fine arts, and general education electives).
  - b. New curriculum (humanities, social sciences—not including Economics 120 or 121, natural sciences—not including required mathematics, nonbusiness electives, free electives, and business electives).

2. Courses taken for Pass/Fail must not include required courses for the degree or any courses used to fulfill requirements in the major (32 hours under the old curriculum and 36 hours under the new curriculum).
3. It is the responsibility of the student to register properly and to observe the above restrictions.
4. Students requesting a course for Pass/Fail can obtain a form in the lobby of University Hall to be deposited there in a drop box

### *Education*

1. *The area of concentration may not be taken for Pass/Fail.*
2. Courses that *may be taken* for Pass/Fail are:
  - a. The 8-hour humanities requirement.
  - b. the 4-hour elective in the social sciences requirement.
  - c. The 20-hour natural sciences requirement.
  - d. All electives.

### *Engineering*

1. A student in good academic standing is one not on academic probation.
2. Up to six courses at the 200 level and above may be taken for Pass/Fail and counted toward the degree.
3. No more than two courses may be taken in one department for Pass/Fail.
4. Courses in the college's core program or in the student's area of concentration *may not* be taken for Pass/Fail.
5. If a student changes his area of concentration, courses previously taken for Pass/Fail for elective credit will qualify for meeting the new area's requirements, even though the courses could *not* have been taken for Pass/Fail if the student had been in the area at the time he took the courses. However, curriculum committees may establish minimum hours in the area that must have been for *letter* grades.
6. If a student withdraws from a Pass/Fail course, that course *will be counted* toward the maximum of six courses taken for Pass/Fail.
7. If the student withdraws from the University during a term in which he has elected a Pass/Fail option, it will be within the discretion of the dean to determine if the course will be counted toward the six-course maximum should the student later be readmitted to the University.

### *Procedures for Using Pass/Fail Option*

1. Students should obtain Pass/Fail option cards in 123 SEO and deposit them in the drop box in the same room no later than 4:30 p.m. on the *tenth* day of the term.
2. No later requests will be accepted nor may a student reverse his Pass/Fail request after 4:30 p.m. on the *tenth* day of instruction.



3. Students *will not* be notified if their Pass/Fail request is denied by the college office. The criteria for eligibility have been posted and it is the student's responsibility to be certain that he is eligible for the Pass/Fail option. Any questions pertaining to the College of Engineering Pass/Fail policy will be answered in the college office, 123 SEO.

### *Health, Physical Education, and Recreation*

1. Students must submit a Pass/Fail option card at the drop box in 356 PEB no later than 4:00 p.m. on the *tenth* day of the quarter.
2. Students will not be notified if their request is denied by the college office. It is the student's responsibility to be certain he is eligible for the option. If help is necessary, the student's adviser will be available for assistance. Eligibility criteria are as follows:
  - A. Any *non-physical* education course taken as an *elective* may be taken on Pass/Fail. A course listed as a requirement in the major curriculum (a non-physical education course as well as a physical education course) *may not* be taken for Pass/Fail.
  - b. A student on any form of probation is not eligible.
  - c. No late requests will be accepted nor may a student reverse the request after 4:00 p.m. on the tenth day of instruction of the term.

### *Liberal Arts and Sciences*

College policy coincides with the Senate policy with the *exception* that students who are on undetermined status may request approval to elect the Pass/Fail option from an adviser in the LAS office.

### **Repeating a Course**

If a student is permitted by the dean of his college to repeat a subject for which he has received credit, either by classwork at the University or by advanced standing allowed for work done elsewhere, he forfeits his original credit. This is the minimum University rule that applies to repetition of a course. Additional rules may be applicable in some colleges and curricula.

### **Transcripts of Studies and Grades**

A student should request all official transcripts of his Chicago Circle record from the Office of Admissions and Records. Transcript preparation requires one to two weeks. Requests are accepted in person, by phone, or by mail.

### **General University Scholastic Regulations**

Minimum scholastic standards in all undergraduate curricula have been adopted by the University Senates and approved by the Board of Trustees. These standards are embodied in the Graduation Requirement Rule, the Basic Probation Rule, and the Basic Drop Rule.

In addition, a college or a school may impose criteria for dropping a student from a curriculum or college without prior probation, may set a grade point average above 3.00 (A=5.00) for retention, may impose levels of probation, and may specify a minimum lapse of time between a drop action and consideration of a petition for readmission. The scholastic progress of a student is the concern of the dean of his college. The dean, who specifies the terms of probation, may limit the number of hours for which the student may register and may exclude the student on probation from certain courses. The dean likewise has authority to place a student on probation.

*The Graduation Requirement Rule.* A minimum average of 3.00 in all work counted for graduation and in all work done at the University of Illinois is required for graduation from all curricula. Some colleges have established higher scholastic graduation requirements for certain curricula.

*The Basic Probation Rule.* If a student's grade point average is below 3.00, he may be placed on probation, a warning to the student that his record is unsatisfactory and that he is in danger of being dropped from the University for poor scholarship. A student on probation may not participate in any extracurricular activity, other than by attendance, unless he has written consent from the dean of his college.

If a student is placed on probation under the Basic Probation Rule, he will have to earn a grade point average above 3.00 to meet the Graduation Requirement Rule. Consequently, the colleges commonly impose a level of probation above 3.00, and the student comes under the more stringent rule.

*The Basic Drop Rule.* If a student who is on probation earns a grade point average below 3.00, he may be either dropped from the University for poor scholarship or allowed to continue on probation. The number of terms a student may be on probation and the criteria for removing probation vary with the colleges. To determine under what circumstances probation or dropping for poor scholarship occurs, see *Probation and Drop Rules of the Colleges*.

## **Probation and Drop Rules of the Colleges**

In addition to being subject to the Basic Probation and Basic Drop Rules, a student is also subject to the probation and drop rules of his college.

### **Architecture and Art**

#### *Probation Rules*

Since the probationary status is determined on the basis of letter grades earned at the end of any term, an In, incomplete, does not preempt a student from probationary regulations.

#### *Probation*

1. A student whose term grade point average or University of Illinois cumulative grade point average is below 3.00 (A=5.00) is placed on probation.

2. A student placed on probation at the end of any term is advised to enroll for a minimum of 12 quarter hours of credit (full time) for the next term in attendance. The student must make a concerted effort to remove any deficit of grade points below a 3.00 University of Illinois cumulative average.

### *Terminal Probation*

1. A student on probation status who earns at least a 3.00 (A=5.00) term grade point average at the end of any term, but who still has a deficit of grade points below a 3.00 University of Illinois cumulative average, is placed on terminal probation.
2. A student may not remain enrolled on any academic probation for more than two (2) consecutive terms.

### *Drop Rules*

1. A student on probation status who fails to earn a 3.00 (A=5.00) term grade point average at the end of any term is dropped.
2. A student who does not achieve a University of Illinois cumulative average of at least 3.00 after two consecutive terms on any academic probation is dropped.
3. A student who fails to earn at least four (4) quarter hours of credit and whose term average is 1.00 at the end of any term is dropped.

## **Business Administration**

### *Probation Rules*

1. A student in good standing is placed on probation in any term in which he earns less than a 3.00 (A=5.00) grade point average. A student entering his senior year is placed on probation if his college graduation average is below 3.00. (The college graduation average is computed from those courses taken at the University of Illinois that are counted toward the student's degree.)
2. A student is continued on probation (unless he is dropped) until he removes his cumulative deficit of grade points below a 3.00 average earned at the University of Illinois. A student may not remain on probation for more than two consecutive terms in which he is enrolled.

### *Drop Rules*

1. A student on probation who fails to earn a 3.00 (A=5.00) average in any term is dropped.
2. A student who fails to earn at least a 2.00 average in any term is dropped.
3. A student who does not achieve a University of Illinois cumulative average of at least 3.00 after two terms of probation is dropped.

## *Progress Probation and Drop Rules*

Any student not observing the following rules for any quarter will be placed on *progress* probation unless the deviation has been approved by petition in 2424 UH. Failure to follow these rules for a second consecutive quarter without permission will result in the student's being dropped from the University.

1. Except during summer term, each student must enroll for at least 12 hours and no more than 19 quarter hours of credit.
2. All students must enroll for a mathematics or quantitative methods course each term until the mathematics-quantitative methods requirement is completed.
3. All students except freshmen must enroll each term in Economics 120 or Economics 121 and Accounting 110 or Accounting 111 until these courses have been taken.
4. All students except freshmen and sophomores must enroll for at least two courses from the business core each term (including Economics 120 and 121) until the business core requirements are completed.

## **Education**

### *Probation Rules*

1. A student will be placed on probation if in any term his term grade point average and/or his cumulative grade point average fall(s) below 3.30 (A=5.00) and he has completed less than 90 hours.
2. A student will be placed on probation if in any term his term grade point average and/or cumulative grade point average fall(s) below 3.50 and he has completed 90 hours or more.

The cumulative grade point average includes all transfer and all UICC course work completed with letter grades.

### *Drop Rules*

1. A student will be dropped if his grade point average in any term is below 2.00 (A=5.00).
2. A student will be dropped if he fails to meet the terms of his probation or is on probation for two consecutive terms.
3. A student who has been dropped will not be considered for readmission to the College of Education until after a lapse of at least one term.

## **Engineering**

### *Probation Rules*

1. Any student whose University of Illinois cumulative grade point average falls below 3.00 (A=5.00) is placed on 3.25 academic probation. (In very exceptional circumstances, a transfer student may be admitted on 3.25 academic probation.) A student on 3.25 probation

is required to attain a 3.25 grade point average in each ensuing term until both his University of Illinois cumulative grade point average and his total cumulative grade point average are above 3.00.

2. Any student whose average for any term falls below 3.00 but whose University of Illinois cumulative grade point average and total cumulative grade point average are above 3.00 will be placed on 3.00 academic probation for the following term.

### *Drop Rules*

Any student who is on 3.25 academic probation and who does not meet his probationary requirement will be dropped if either his University of Illinois cumulative grade point average or his total cumulative grade point average is below 3.00 (A=5.00). (Freshmen who have completed less than three terms or 36 hours, whichever comes first, are exempt from this regulation.)

## **Health, Physical Education, and Recreation**

### *Probation Rules*

A student will be placed on probation on terms determined by the dean if he fails to maintain the quality of work necessary for retention in special programs. See *Advanced Standing in Teacher Education*.

### *Drop Rules*

1. A student with a cumulative average below 2.00 (A=5.00) for any two consecutive terms in which he is enrolled is dropped.
2. A student who fails to meet probation terms for two consecutive terms is dropped.

## **Liberal Arts and Sciences**

### *Probation Rules*

A student will be placed on probation in any term in which either his cumulative or term grade point average is less than 3.00 (A=5.00). A student on probation is expected to earn at least a 3.00 in his next term, and if his cumulative average is less than 3.00, to raise it to the required minimum within two terms. The probation rules apply to students enrolled in either part-time or full-time programs.

### *Drop Rules*

A student may be dropped by the college if in any quarter any of the following conditions apply:

1. A student on probation earns less than a 3.00 (A=5.00) grade point average.
2. A student on probation fails to raise his cumulative average to a 3.00 within two terms.



3. A student fails to earn a 2.00 term average (exclusive of grades in basic military science).
4. A student fails to earn credit.

Exceptions to these rules are sometimes granted when students have attempted fewer than 45 quarter hours of credit.

## **Advanced Standing in Teacher Education**

Continuation in teacher education curricula beyond the sophomore year is contingent on admission to advanced standing in teacher education. The completion of 90 quarter hours of course work and the student's academic and personal qualifications are considered in admitting him to advanced standing.

## **Graduation Requirements**

A baccalaureate is conferred on a student who satisfactorily completes a curriculum in one of the UICC colleges. Degrees are conferred four times a year, at the end of each term. A student receives the degree in a stated curriculum. The graduation requirements in effect for that curriculum at the time of the student's initial admission to it become his graduation requirements, unless he elects to meet a later set, if such a set has been formulated. Any substitutions in graduation requirements must be approved by the college in which the student is enrolled. See the catalog, Undergraduate Study, for general University requirements and the specific requirements of the various colleges.

## **Special Programs and Activities**

### **Edmund J. James Scholars Program**

Students chosen to participate in this University-wide honors program are designated as Edmund J. James Scholars in honor of one of the University's distinguished scholar-presidents. Entering freshmen are selected on the basis of high school rank, test scores, and high school recommendations. Both resident and transfer students are selected on the basis of grade point average and faculty recommendations. Between 3 and 5 percent of the student body are designated Edmund J. James Scholars.

### **Honorary Societies**

#### *Alpha Lambda Delta*

Founded in 1924 at the University of Illinois at Urbana, this honorary society, which recognizes academic excellence in freshman women, has grown into a national organization with more than 180 chapters throughout the United States. The Chicago Circle chapter has been in existence since 1965.

A woman may qualify for membership in any particular term, so long as she has entered the term with no more than 44 quarter hours of credit, is registered for a minimum of 15 quarter hours, and completes the term with

a cumulative grade point average of at least 4.50 (A=5.00). Fewer than 10 per cent of freshman women become eligible for Alpha Lambda Delta.

The local chapter offers a tutoring service for other Chicago Circle students. Members are encouraged to offer their services to this program.

Members of Alpha Lambda Delta who graduate with at least a 4.50 grade point average are eligible to apply for one of eight graduate fellowships offered annually by the National Council. Each worth \$2,000, these fellowships are good for one year of graduate study.

For further information about membership or fellowships, visit the Office of the Associate Dean of Student Affairs, 827 UH.

### *Beta Gamma Sigma*

This national honorary society for business administration students was founded February 26, 1913, with chapters at the Universities of Illinois at Urbana, California, and Wisconsin. Today there are more than seventy chapters in schools and colleges throughout the country. Membership is limited to outstanding men and women students who rank in the upper 4 per cent of the junior class or the upper 10 per cent of the senior class and who give promise of success in the field of business. It is a *signal honor*. Students who qualify should consult the College of Business Administration, 2430 UH.

### *Phi Eta Sigma*

Founded at the University of Illinois in 1923, this national honorary society was established to encourage and reward high scholastic achievement among freshman men. Membership is open to freshman men who achieve at least a 4.50 (A=5.00) average for 12 or more hours of work in the first quarter of the freshman year or at least a 4.50 cumulative average for the entire freshman year.

Phi Eta Sigma sponsors several activities each year, the most important of which are the tutorial program, the distribution to incoming freshmen of the pamphlet "Hints on How to Study," and participation in the New Student Program and in many other activities relevant to the entire University community.

Scholarships are awarded annually by the National Grand Chapter to members of Phi Eta Sigma for the first year of graduate work. Further information may be obtained from the Office of the Assistant Dean of Student Affairs, 822 UH.

### *Phi Kappa Phi*

Phi Kappa Phi is a national honorary society recognizing scholastic achievement in all fields of study. Founded in 1897, the society now has more than 150 chapters; the UICC chapter was installed in May 1973.

Membership is elective, based on nominations by the deans of the colleges. To be eligible, juniors must have a total of 105 graded quarter hours with a grade point average of 4.75 (A=5.00) for both UICC and transfer credit; a minimum of 45 of these graded hours must have been earned at

UICC. Seniors must have at least 135 graded quarter hours, with a minimum of 45 earned at UICC and a grade point average of at least 4.50 for both UICC and transfer credit.

Each chapter is allowed to nominate one member for a graduate fellowship each year. Approximately twenty fellowships are granted by the society each year. For further details, consult Chapter Secretary Louis Schultheiss, 1-297 LIB, Ext. 2716.

## **Military Officers Education Program**

### **Army**

The principal objective of the college-level Military Officers Education Program is to provide commissioned officers for the United States Army Reserve. The program is specifically designed to enable potential leaders to prepare themselves for effective service in the army; it also offers individual training in developing the essential qualities of leadership required for success in either a civilian or a military career. Participation in the college-level ROTC program is offered on a voluntary basis to qualified male and female students. Students receive a \$100 per month subsistence allowance during their junior and senior years.

Students with four or more months of active service in the armed forces may be given credit for the first two years of the program—the Basic Course. With prior approval of the director of the program, a sophomore can combine the freshman and sophomore years of the program. Junior college graduates and students who have not taken army ROTC during their freshman and sophomore years may substitute a six-week Basic Camp for the first two years of the four-year program.

Three-, two-, and one-year ROTC scholarships that cover tuition, books, laboratory fees, and a \$100 per month subsistence allowance are available. In addition to the scholarships, the student can compete for the Illinois State Army ROTC Law Scholarship, which pays for a student's tuition as long as he remains in the program. There is no service obligation tied to the scholarship. The UICC Military Officers Education Program is authorized to award ten scholarships per year. The law authorizes a number of scholarships for those individuals who transfer from a junior college located in Illinois.

Academic credits given by all colleges within the University for military science courses taken as electives. See Undergraduate Study, the catalog, for a detailed description of the Basic and Advanced Programs and a listing of the courses in military science.

### **Air Force and Navy**

Through a "crosstown agreement" with the Illinois Institute of Technology (IIT), UICC students are now able to participate in air force or naval ROTC programs.

Interested and qualified men and women may earn a commission as a second lieutenant in the US Air Force, an ensign in the US Naval Reserve, or a second lieutenant in the US Marine Corps Reserve.



Scholarships and \$100 monthly subsistence allowances are available for both programs. *Courses are taught on the IIT campus.* For further information, interested students should consult:

Air Force ROTC—Department of Aerospace Studies,  
IIT, 225-9600, Ext. 543 or 544

Naval ROTC—Department of Naval Science, IIT,  
225-9600, Ext. 555

# Student Facilities and Services

## Office of Admissions and Records

The Office of Admissions and Records receives and processes applications for admission, schedules and conducts registration activities, assesses fees, and functions as official custodian of student records. The staff members of the School and College Relations section of the office welcome inquiries and the opportunity to be of service to the students, faculty, and all other members of the Chicago Circle community. Inquiry may be made by telephone, Ext. 4388, or at the Admissions and Records offices located in the library building (1-120 LIB).

## Office of Student Affairs

**Dean of Student Affairs, 828 UH, Ext. 3100**

The dean of Student Affairs, a major officer of the University, participates in the formulation of policy that governs student campus activities and maintains close liaison with student governing bodies, student publications, and other student organizations and with the Senate Committee on Student Affairs and the Student Judiciary Committee of the Senate.

The dean is also responsible for coordinating the activities and functions of the associate and assistant deans and Financial Aid and Student Employment, Foreign Student Affairs, the Health Service, Organizations and Activities, Placement Services, the Student Counseling Service, and Veterans Affairs. The Office of the Dean of Student Affairs and the foregoing offices are the principal points of contact between the individual student, student organizations, and the University administration. A variety of student concerns relating to adjustment to the University, peer relationships, extracurricular activities, relationships with the colleges, University security, and any other administrative unit or agency may be resolved with the help of Student Affairs personnel.

**Associate Dean/Assistant Deans of Student Affairs, 809 UH, Ext. 3123/3133**

The associate and assistant deans provide general counseling and advisement for students with personal, academic, and social problems. In their "ombudsman" role, the deans can often help solve "bureaucratic" problems. Emergency financial assistance (petty cash or short-term loans, for example), withdrawal interviews, tutoring services liaison, notary public services, and certification of grades for auto insurance discounts are functions carried out by these deans. Emergency messages to students and notification of extended absences from class are channeled through these offices.

Services of the associate and assistant deans are available to parents, faculty members, and others who make inquiries concerning students.

## Financial Aid, 1308 UH, Ext. 3126

Through the services of the Office of Financial Aid, the University seeks to assist students who because of limited resources find it difficult to finance a university program. Assistant directors are available to discuss, on an individual basis, any ongoing financial problems experienced by a student and to suggest possible solutions to these problems. Any student in financial need is urged to seek the assistance of the Office of Financial Aid as early as possible.

UICC students receive financial aid from a wide variety of sources. The following chart shows *how*, *where*, and *when* to apply for University, state, and federal aid programs. A directory of foundations and agencies that serve smaller numbers of students is also included. A more detailed description of UICC student aid programs appears in Financial Aid publications, which are included with each application for admission to UICC and with each set of financial aid application materials. This information is also available upon telephone or written request from the office.

<i>Name of Program</i>	<i>Necessary Forms</i>	<i>Address/Dates</i>
BASIC EDUCATIONAL OPPORTUNITY GRANT PROGRAM (federal). Cash grants for eligible <i>freshmen</i> and <i>sophomores</i> in 1974-75; may be extended to students in higher class levels by 1975-76.	BEOG application only. Forms available from high schools, post offices, and UICC Office of Financial Aid. Students may also write directly to the BEOG office.	BEOG Program, Box 2264, Washington, DC 20013.
BUREAU OF INDIAN AFFAIRS GRANT PROGRAM (federal). Cash grants to cover educationally related costs. Student must be able to verify and trace tribal membership.	Applications are available from the various BIA regional offices. A complete listing is available in the UICC Office of Financial Aid and from the UICC Native American Program, 3444 ECB.	Address as shown on application form. Variable deadlines; regional policies differ.
FOREIGN STUDENT TUITION WAIVER and University loans to foreign students.	UICC Foreign Student Financial Aid Application. Available <i>only</i> from the UICC Office of Foreign Student Affairs.	UICC Office of Foreign Student Affairs, 808 UH. Priority given to applications received by May 1 for following academic year.

<i>Name of Program</i>	<i>Necessary Forms</i>	<i>Address/Dates</i>
ILLINOIS GUARANTEED LOAN (federally insured student loan through an Illinois lending institution).	IGL application. Forms available from participating lending institutions and UICC Office of Financial Aid. Program scheduled to be modified for 1974-75; an ACT Family Financial Statement <i>may</i> be required of students seeking federal interest subsidy.	UICC Office of Financial Aid as <i>first</i> step. Consult person in 1325 UH.
ILLINOIS MILITARY TUITION WAIVER. Covers tuition only for veterans who were Illinois residents <i>before</i> and <i>after</i> their military service.	UICC Military Tuition Waiver application only. Student must <i>specifically</i> request this form. (See financial aid brochure for eligibility details.)	UICC Office of Financial Aid, Ms. Sylvia Militsis, 1319-21 UH.
ILLINOIS STATE SCHOLARSHIP COMMISSION MONETARY AWARD. ISSC pays up to full tuition and fees for eligible students.	ISSC application only. Forms available in Illinois high schools and UICC Office of Financial Aid and from ISSC.	ISSC, Box 607, Deerfield, IL 60015. Apply by October 1 of school year.
LAW ENFORCEMENT EDUCATION PROGRAM Grants are <i>only</i> for full-time employees of criminal justice agencies and pay \$250 per quarter to cover costs of tuition, fees, and books. In-service personnel and pre-service students enrolled full time are eligible for LEEP loans. Funding categories are based on allocation.	UICC Law Enforcement Financial Aid Application. Form must be <i>specifically</i> requested by student.	UICC Office of Financial Aid. LEEP applications are accepted at any time. Consult Mrs. Ann Ochwat, 1323 UH.

<i>Name of Program</i>	<i>Necessary Forms</i>	<i>Address/Dates</i>
SOCIAL SECURITY CERTIFICATION for dependents of social security recipients.	Forms as required by SSA.	UICC Office of Financial Aid. Consult Mrs. Ann Ochwat, 1323 UH.
SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM; UICC SCHOLARSHIPS; UICC UNDERGRADUATE TUITION WAIVERS; NATIONAL DIRECT STUDENT LOAN PROGRAM; UNIVERSITY LONG-TERM PROGRAM; COLLEGE WORK-STUDY PROGRAM (federal). (See financial aid brochure.)	UICC financial aid application <i>and</i> ACT Family Financial Statement. (Freshmen <i>only</i> have the option of filing the Parents Confidential Statement of CSS.) Forms are mailed to incoming students who send detachable card from admission package and automatically to continuing UICC students currently receiving financial aid. Others request forms from UICC Office of Financial Aid.	UICC Office of Financial Aid. Priority given to materials complete by May 1 for following academic year; applications accepted for each quarter.
UICC SHORT-TERM EMERGENCY LOANS.	Applications available from the Office of Student Affairs, 8th floor, UH.	See receptionist, 8th floor, UH.
VETERANS BENEFITS (G.I. and other VA programs).	VA application forms, discharge papers, etc.; evidence of eligibility for other VA programs.	UICC Office of Veterans Affairs, 809 UH.

*Private Agencies and Foundations That Serve UICC Students*

<i>Name</i>	<i>Apply Directly To</i>
ABBOTT FOUNDATION SCHOLARSHIP. Cash scholarships averaging \$700 per academic year.	Abbott Foundation 14th Street and Sheridan Road North Chicago, IL 60064

BEVERLY HILLS UNIVERSITY CLUB SCHOLARSHIP. Restricted to students residing in the Beverly Hills section of Chicago.

Beverly Hills University Club  
2615 West 97th Street  
Evergreen Park, IL 60642

CHICAGO COMMUNITY TRUST SCHOLARSHIP. Cash scholarships averaging \$400 per academic year based on financial need.

Chicago Community Trust  
208 South LaSalle Street  
Chicago, IL 60604

GEORGE E. JOHNSON FOUNDATION and GEORGE E. JOHNSON EDUCATIONAL FUND. Cash grants in varying amounts to *minority* students on the basis of financial need. The foundation supports students in a variety of disciplines; the educational fund is restricted to students majoring in business administration.

George E. Johnson  
Scholarships  
8522 South Lafayette Avenue  
Chicago, IL 60620

GEORGE M. PULLMAN EDUCATIONAL FOUNDATION. Cash grants in varying amounts to students on the basis of financial need.

George M. Pullman Educational Foundation  
1461 East 55th Street  
Chicago, IL 60615

HELLENIC CLUB AT CHICAGO CIRCLE FUND. Scholarships, grants, and loans to students who have held membership in the club for a minimum of three terms.

UICC Office of Foreign  
Student Affairs  
808 UH

JEWISH VOCATIONAL SERVICE SCHOLARSHIPS. For juniors, seniors, and graduate students. Amounts vary.

Jewish Vocational Service  
1 South Franklin Street  
Chicago, IL 60606

MODEL CITIES/CHICAGO COMMITTEE ON URBAN OPPORTUNITY. Cash grants up to \$500 per academic year for students residing in certain Chicago neighborhoods. It is suggested that students call agency to determine neighborhood eligibility.

Model Cities/CCUO  
640 North LaSalle Street  
Chicago, IL 60610



*Name**Apply Directly To*

NATIONAL SCHOLARSHIP SERVICE and FUND FOR NEGRO STUDENTS. Cash scholarships averaging \$300 per academic year.

National Scholarship Service and Fund for Negro Students  
1776 Broadway  
New York, NY 10019

POLISH WOMEN'S ALLIANCE OF AMERICA. Cash scholarships averaging \$500 per academic year; preference given to males or females of Polish descent.

Polish Women's Alliance  
1309-15 North Ashland Avenue  
Chicago, IL 60622

POLISH WOMEN'S CIVIC CLUB SCHOLARSHIP. Preference given to males or females of Polish descent.

Polish Women's Civic Club  
4758 Milwaukee Avenue  
Chicago, IL 60630

TALMAN FEDERAL SAVINGS AND LOAN ASSOCIATION SCHOLARSHIP. Cash scholarships averaging \$300 per academic year.

Talman Federal Savings and Loan Association  
5501 South Kedzie Avenue  
Chicago, IL 60629

*Student Employment*

The UICC Office of Student Employment, 1301 UH, Ext. 3130, is called the Job Center. Students are counseled and placed in a wide variety of part-time jobs, on and off campus. However, the office does not assign graduate teaching or research appointments.

*Regular Student Employment Program.* Any student enrolled for 12 or more quarter hours of credit may apply for a campus job (the credit hour requirement is a civil service rule subject to change). Students may work up to 20 hours per week when classes are in session and up to 40 hours per week during intervals between terms, at the discretion of the department in which the student is employed. Campus wage scales currently range between \$2 and \$4 per hour for nearly all positions but are responsive to federal minimum wage guidelines.

*College Work-Study Program.* The College Work-Study Program (CWSP) is federally funded, and eligible students are authorized to earn fixed amounts each term on the basis of financial need, as determined by the Office of Financial Aid. When a student has been awarded College Work-Study Program funds, he may apply through the Job Center for jobs both on and off campus. Off-campus positions are with nonprofit agencies under contract with UICC. Hourly wage rates are the same as for all other campus jobs, with a small transportation differential allowed students who work off campus. Students may work up to 20 hours per week when classes are in session, if their CWSP award permits, and up to 40 hours per week during intervals between terms, if their CWSP award permits. Under no circumstances may students earn more than the maximum amount of their award.

*Referrals for Off-Campus Jobs with Private Business or Industry.* There are no UICC requirements of any kind. Wage rates are established by the employer, as are work schedules.

## **Foreign Student Affairs, 808 UH, Ext. 3121**

The Office of Foreign Student Affairs provides services, with other University agencies, both to prospective and to enrolled foreign-born students to help them relate to the American community, a new educational system, the University, and their fellow students. To achieve these goals the Office of Foreign Student Affairs maintains these services: testing in English and in other areas to determine the readiness of a foreign-born student for course work; advising on academic programs and financial problems; planning of on- and off-campus cross-cultural activities for foreign-born students; counseling for foreign-born students on scholastic, social, and personal problems; providing of information and services in connection with the United States Immigration and Naturalization Service for all foreign-born persons on campus, including academic and nonacademic personnel.

## **Health Service, 11th floor, UH, Ext. 3388**

The Health Service, a fully staffed medical and mental health unit, offers on an out-patient basis a wide range of services that include preventive measures and comprehensive medical and mental examinations and evaluations with treatment. Complete laboratory and X-ray facilities are available.

Health Service expenses are covered by the obligatory student health fee, paid each term by every student. There is no other charge to the student. Students are urged to come to the Health Service in order to familiarize themselves with its facilities. The hours are Monday-Friday, 8-5. At other hours, patients are referred to the emergency room of the University Hospital.

## **Organizations and Activities, 712 CCC, Ext. 4500**

The Office of Organizations and Activities advises more than 190 registered student organizations. It provides assistance in organizational registration, structure, financial operations, space reservation, event-planning, record-keeping, and publicity. Students who wish to join any of the various organizations will find information on the purpose, activities, membership requirements, and persons to consult available in the Office of Organizations and Activities. Students who wish to form new organizations will be assisted by the office staff.

The office also administers the Activities Center, 303 CCC, which provides work space, typewriters, postage metering, and various duplicating services to registered student organizations. Supplies are available at cost. There is a minimal service charge for use of these services. For information consult the Office of Organizations and Activities.

## **Placement Services, 4056 BSB, Ext. 2300.**

The aims of Placement Services are: (1) to assist the University graduate in making a wise and responsible choice of a career that will bring him the greatest satisfaction, (2) to eliminate wasteful turnover, and (3) to assist the graduate in achieving the most fruitful long-term investment of his talents for himself, his employer, and society.



Seniors and graduate students are entitled to assistance from the Office of Placement Services in determining vocational objectives, choosing careers, and finding permanent employment. Graduating seniors and graduate students are encouraged to register at Placement Services for aid in approaching firms, government agencies, and nonprofit organizations whose representatives visit Chicago Circle during the fall, winter, spring, and summer terms. Placement Services also serves prospective graduates by making available lists of employment opportunities, directories, assistance in communicating with potential employers, and vocational counseling. In addition, an up-to-date career library is maintained.

Seniors majoring in teacher education should register with Placement Services one quarter prior to student teaching. Those students teaching during the spring term are encouraged to register during the prior fall quarter.

All seniors receive notices of the availability of placement services by mail. However, these seniors need not wait until they are urged to register; any senior who will be granted a degree within one year may call or come to the Placement Services office for information about beginning a career. Students should start career planning early in their last year at the University in order to be available for interviews throughout the year (the bulk of on-campus recruiting is usually completed before Easter).

### **Speech and Hearing Clinic, 202 GH, Ext. 3186**

The Speech and Hearing Clinic provides free services to students, staff, and faculty requiring special assistance with speech and language problems. Emphasis is on problems of articulation, voice quality, stuttering, and difficulties arising from hearing loss. Hearing evaluations are given on request. Therapy is offered on both an individual and a small group basis.

### **Student Counseling Service, 1007 UH, Ext. 3491**

The Student Counseling Service provides personal counseling and various specialized services for all students. The services are intended to foster the educational, vocational, and personal development of the student so that he may obtain maximum benefits from his educational experiences.

A precollege-entry testing and counseling program helps direct the student's college career. Achievement potential, early vocational interests, and reading skills are evaluated with the counselors of the service.

Educational, vocational, and personal counseling are also available to registered students who request such services. A staff of professional counselors maintains the counseling and supporting test services. Valuable experiences are provided through group counseling programs in a number of areas. Some of the present group offerings include a reading laboratory for improving reading skills; study skills groups for promoting increased integration of study methods; group counseling in career planning and for personal interaction and development; sensitivity groups for personal development.

From time to time other groups are formed that reflect student requests. A brochure, available at the Student Counseling Service, describes these programs and scheduled groups.

Individual and group tests are offered to registered students in support of educational, vocational, and personal counseling. In discussion with a counselor, the type of interest, aptitude, and personality test assessment that would be most useful is determined.

The testing service also administers various examinations for admission to graduate and professional colleges. Students who must take these required examinations should inquire at the service for information about scheduled dates and locations of test administrations. Some national examinations require a minimum standard fee; all other services are provided without charge.

### **Veterans Affairs, 809 UH, Ext. 5141**

The Office of Veterans Affairs provides various services to students and prospective students who are veterans in an attempt to ease the transition from military to civilian life: certification of eligible veterans for G.I. Bill benefits (under Public Law 89-358); personal and financial counseling; extensive information about all veterans benefits (educational, medical, and other); advising on special education programs (G.E.D. refresher or remedial courses); Selective Service advising.

### **Auxiliary Services**

The Chicago Circle Center, campus facilities reservations, campus tours and information, the Communicator, European charter flights, housing assistance, Jane Addams Hull-House, lockers, parking, public functions, and other operations are administered by the director of Auxiliary Services. The administrative offices are located in 704 CCC. The following services are offered to the University community.

*Campus Facilities Reservations* processes requests for use of all University facilities other than those in Chicago Circle Center. This office is specifically responsible for: (1) scheduling functions to be held on University premises, including outside facilities such as the Forum and exedrae; (2) scheduling meetings of student, faculty, and staff organizations; (3) scheduling and coordinating arrangements for off-campus groups.

*Campus Tours and Information Services* arranges tours and operates information desks. A sixty-minute campus tour, conducted by trained volunteer student tour guides, can be arranged for individuals or groups of any number by calling the Campus Tours and Information Services office, Ext. 8686. Advance notice is appreciated; tours are available 9-5, Monday-Friday, throughout the year.

The two information desks operated by Campus Tours and Information Services are located in the Chicago Circle Center lobby and in the ground-floor lobby of University Hall and are open 8-5, Monday-Friday. These desks provide general information and assist visitors and the campus community with questions concerning campus events, University services, and building or office locations. Campus maps and literature are also available at these desks.

*Car Pools.* Auxiliary Services makes every effort to assist students in forming car pools, not only to assist in the energy crisis but also to relieve parking and traffic congestion around the campus.

*Circle Children's Center.* A full-time day care facility is available to children of UICC students, faculty, and staff. Children must be between the ages of two and six and toilet trained. Rates are on a sliding scale, based on family income. Call Ext. 8663 for additional information and application forms.

*The Communicator.* Announcements of events, holiday schedules, emergency bulletins, and information important to students and the University community are available on a 24-hour basis on Ext. 5500. To place an announcement, call Ext. 5055.

*European Flights.* The Associated Students Travel Service in Urbana sponsors summer charter flights to European destinations. Full-time students, staff, and faculty and their immediate families are eligible. General travel information and details on the charter flights are available at Ext. 5053/5054.

*Housing.* The University of Illinois at Chicago Circle was established to serve the needs of students who can commute to the campus. It is assumed that most students live at home with their families or, if minors, in accommodations of which their parents would approve. Many facilities in the Chicago area offer activities and supervision similar to those of a residence hall, for example, the Eleanor Clubs (for women), the YWCA, and the YMCA. Whether students live in such facilities is a matter of personal responsibility and/or of agreement between students and their parents.

Auxiliary Services assists faculty, staff, and students in finding housing by maintaining a file of available rooms and apartments for rent and houses for rent or sale. This listing service is available 8:30-4:45, Monday-Friday, in 704 CCC, Ext. 5055. Landlords are responsible only for a pledge of non-discrimination on the grounds of race, religion, or national origin. A listing is removed when there is evidence that the pledge has been violated. However, the University does not inspect the premises or verify the accuracy of the statements made by the owners at the time of the referral.

Housing listings, as well as Roommates-Wanted, Want-a-Ride, and Want-a-Rider notices, are posted by Auxiliary Services on the bulletin board on the first floor near the main entrance of Chicago Circle Center. Persons seeking a roommate, with or without an apartment, are urged to advertise on this bulletin board. Forms for this purpose and nondiscrimination pledges may be obtained in 704 CCC and must be completed before the notice may be posted by Auxiliary Services.

*Jane Addams Hull-House*, the interior restored as it was when occupied by Jane Addams, and the Residents' Dining Hall, added in 1905, are open to the public 10-4, Monday-Friday (except holidays).

The Hull mansion, originally built as a country home by Charles J. Hull in 1856, was acquired by Jane Addams in 1889 and became the first in a complex of thirteen buildings that housed the social welfare programs of Addams and her associates. After her death in 1935, the settlement-house work of Hull-House was carried on at this location until 1963 when construction of the Chicago Circle campus was begun. At that time the Hull House Association moved its programs out of the neighborhood and the Board of Trustees of the University of Illinois decided to restore and preserve the Hull mansion and Residents' Dining Hall on the original Halsted Street site with funds to be raised from private sources.

In 1967 the restored Jane Addams Hull-House was opened to the public and declared a National Historic Landmark by the federal government. It is hoped that these buildings will continue to serve as an inspiration to visitors by providing a glimpse of the work inaugurated by Jane Addams. Arrangements for group tours should be made in advance by calling Ext. 2793. Slide programs of historic photographs relating to the Hull-House experience may also be presented to groups making prior arrangements.

*Lockers.* Any student or faculty member may claim, and attach his own lock to, any unoccupied locker (available in most classroom buildings) during the academic year. Contents and lock must be removed when the occupant leaves the University or not later than the end of summer term of each year. The University is not responsible for contents, theft, or loss.

For assistance in removing malfunctioning locks or for information, consult Auxiliary Services, 704 CCC, Ext. 5058.

*Parking.* Students are encouraged to use public transportation to and from the campus via the Congress and Douglas Park trains of the CTA and the buses on Halsted, Harrison, and Taylor Streets and on Roosevelt Road. For those who drive the University has key card- and coin-operated parking lots. Currently, the coin-operated lots are:

Lot 4—Polk and Halsted Streets

Lot 5A—Morgan and Taylor Streets

Lot 40—Harrison Street between Racine Avenue and Morgan Street

All coin lots are \$1 in/free out. An annual coin lot decal must be displayed on a vehicle using a coin lot. Coin lot decals are sold at the second floor cashier, CCC.

For specific information about obtaining key cards and campus parking procedures and regulations and for maps of the campus parking lots, consult the University Parking Office, 704 CCC, Ext. 5053 or 5054.

The *Public Functions Office*, established to serve the University community, offers assistance in the coordination and planning of special functions by coordinating all University space reservation offices and food service, by arranging for audio-visual needs, by preparing name badges, by assisting in securing temporary housing for visiting speakers and guests, and by providing additional staff for registration, security, parking, and other directly related needs or requirements of particular events. For further information, call Ext. 5055.

*Want-a-Ride* and *Want-a-Rider* notices by persons seeking rides or riders either to and from the campus or for vacation trips are posted on the Auxiliary Services bulletin board. Cards for posting are furnished, and the notices are posted, by Auxiliary Services, 704 CCC.

## Chicago Circle Center

Chicago Circle Center (CCC), 750 South Halsted Street, is the hub of campus activities. It houses recreational facilities, food services, lounges, the main bookstore, and meeting rooms for campus and community functions. Student organization offices, Auxiliary Services, and CCC administrative offices are all located in the Center.



The Chicago Circle Center Board operates in an advisory capacity to the director of the Center and to the Chancellor. It is made up of twelve elected/appointed students, five faculty members, and four staff members. The board welcomes suggestions for improvement of Center services. Suggestions should be given to the director, 231 CCC, or to the Activities Services staff, 300 CCC. The board secretary, 217 CCC, has information about the scheduling of board meetings.

*Activities Center.* Work space, typewriters, a postage meter, and duplicating services are available to registered student organizations in 303 CCC (north wing). There is a minimal charge for use of these facilities. For information, call Ext. 4636.

*Activities Services* sponsors student-oriented and -organized programs and activities, ranging from rock concerts to poetry reading, film series to contemporary speakers. Student involvement and participation are encouraged. Students are urged to visit 300 CCC, 8:30-4:45, to meet members of the staff, who have information about forming groups and committees to promote activities of interest to the student body.

*Art Gallery.* The A. Montgomery Ward Art Gallery, second floor, CCC north wing, offers exhibits and displays. The Craft Workshop, 234 CCC, is responsible for selecting and scheduling exhibits. For further information, call Ext. 8622.

The *Barber Shop*, ground floor, CCC south recreation wing, is open 8:30-5:30, Monday-Friday. For appointments call Ext. 8623.

The *Bookstore*, ground level, CCC, stocks new and used textbooks; a complete selection of supplies; items needed for special course requirements; supplementary texts, guides, and workbooks; and a large selection of fiction and nonfiction paperbacks. For information call Ext. 2655. Other stores on campus are:

*The Supply Center*, B97 BSB, which sells classroom supplies and sundries.

*The Candy Store*, main lobby, UH, which sells a variety of candy treats, newspapers, and cigarettes.

*The Mart*, second floor mezzanine, SES, which sells sundries, cigarettes, newspapers, miscellaneous supplies and equipment, and clothing for physical education classes.

*Bulletin Boards* are located throughout the Center. Notices and posters are posted by the Craft Workshop. The maximum size for posting is 14 x 22 inches. For further information about posting publicity, visit the Craft Workshop or call Ext. 2645. Areas for posting personal notices and messages are available in the Center, with space the only limitation.

The *Cashier's Window and Ticket Office*, main lobby, second floor, CCC, cashes first-endorsement checks up to \$10 upon presentation of a current University identification card. The cashier also sells money orders and tickets for University-sponsored events.

The *Checkroom*, second floor, north wing, CCC, is open 10-2, Monday-Friday, but closed during the summer term.

The *Commuter Lounge*, eighth floor, north wing, CCC, is served by Educational Assistance Program staff members who advise on and schedule free tutorial services.

The *Craft Workshop*, 234 CCC, offers equipment and instruction in ceramics, pottery, woodworking, leatherwork, drawing, metal work, painting, graphics, and photography. Minimal charges are made for material. The workshop is open 9-5, Monday-Friday. For information call Ext. 8622.

*Displays and Exhibits.* Space for small exhibits is available in glass cases in the A. Montgomery Ward Lounge, second floor, north wing, CCC. Large exhibits are held in the A. Montgomery Ward Art Gallery, also on the second floor. Space in both areas is scheduled through the Craft Workshop, 234 CCC, Ext. 8622.

The *Faculty and Staff Lounge*, third floor, north lowrise, CCC (adjacent to the Cardinal Room), is open 10-3, Monday-Friday.

### *Food Service*

The *Cafeteria*, ground floor, north wing, CCC, serves complete meals, sandwiches, and snacks: breakfast, 7-10:15; lunch, 10:30-2:15.

The *Pier Room*, second floor, off the main lobby, CCC, serves complete breakfasts, grill and fountain items, sandwiches, and snacks. It is open 7-4, Monday-Friday. Vending machines operate during scheduled building hours.

The *Cardinal Room*, third floor, CCC, serves meals, sandwiches, and snacks: breakfast, 8-10:30; lunch, 11-1:30.

Additional food service facilities are located on the first floor, BSB (open 7-2:30), and on the first floor, SES (open 7-2).

*Catering.* All events involving food or refreshments must be arranged through the Food Service. Arrangements for catering cannot be made until space has been reserved for the event.

The *Information Desks*, main lobby, CCC, and ground-floor lobby, UH, are open 8:30-5 to provide general information and campus maps and literature. The desks are operated by Campus Tours and Information.

The *Lost and Found*, 236 CCC (west side of the south recreation wing, just off the Recreation Office), is open 9-4.

The *Main Desk*, second floor lobby, CCC, sells candy, cigarettes, newspapers, and magazines. Its hours of operation are posted at the entry.

The *Music Lounge and Television Rooms* are on the fourth floor, north wing, CCC. Stereo headsets may be checked out for listening to requested music.

For information about *Notary Public* services, inquire at the reception desk of the administrative offices, second floor, CCC, or call Ext. 2630.

The *Main Lounge* (also referred to as the A. Montgomery Ward Lounge) is a student lounge on the second floor, north wing, CCC.

The *Postal Service*, ground level, vends stamps and provides self-service parcel post mail facilities.

## *Recreation Facilities*

The Recreation Office, Room 238, second floor, south recreation wing, CCC, is open 8:30-8:30, Monday-Friday, during the regular school year. Staff and faculty are required to purchase Recreation Activity cards or daily guest passes. Schedules of all facilities and information may be obtained by calling Ext. 2649.

The *Archery, Fencing, and Golf Rooms* are open 11-2, Monday-Friday. Schedules are subject to change on holidays, between quarters, and during summer term. For information on hours during those periods, call the Recreation Desk, Ext. 2649.

*Billiards and Bowling.* Located on the ground level, south recreation wing, CCC, sixteen Brunswick bowling lanes and fifteen Gold Crown billiard tables are available. Bowling shoes, billiard balls, and cues can be obtained at the bowling reservations desk, Ext. 8626.

*Handball Courts.* Five courts of regulation size are available on the second floor, south recreation wing. Players must supply their own equipment. Reservations, which cannot be made more than one week in advance, may be made by calling the Recreation Desk, Ext. 2649.

*Rifle Range.* The six-point rifle range, adjacent to the swimming pool in the basement, south recreation wing, accommodates only .22 caliber firearms. Ammunition is sold and issued inside the range, with a limit of fifty rounds per person. Recreational shooting may be done 11-4, Monday-Friday.

The *Swimming Pool*, basement, south recreation wing, CCC, is available for recreational swimming. Suits and towels can be rented at the swimming pool desk. For information and hours of availability, call Ext. 2649.

*Table Tennis.* In the basement of the south recreation wing, CCC, six regulation tables are available for tournaments or open recreation play at a nominal charge. Register at the swimming pool desk. Call Ext. 2649 for information.

The *Weight and Exercise Room* provides without charge weight-lifting equipment, chinning bars, Stahl bars, abdominal boards, exercise machines, and a power rack.

*Reservations.* All reservations for use of space in Chicago Circle Center, Lecture Center rooms, classrooms, the Forum, exedrae, and outdoor facilities are made through Room Reservations, 214 CCC. For further information and reservations, call Ext. 2641 or 8787.

Amplifiers are permitted at any function in the Forum, but they must be furnished and operated by the Office of Instructional Resources Development, Ext. 4802. Arrangements for amplifiers or additional equipment should be made at the time space reservation is made. There is a charge for the operator's time, but no charge for equipment.

The *Student Government* offices are in 604 CCC, Ext. 2662.

The *Study Lounge*, a comfortable and quiet supervised lounge area, offers a selection of current newspapers and magazines. Access to the study lounge is through the second-level entrance directly west of Hull-House. The lounge is located on the third floor of the east side of the south recreation wing, CCC, and is open 9-2:30, Monday-Friday.

*Telephones.* Public pay telephones are located in the connecting link to the north wing and on the third, fourth, and fifth floors of the north wing, CCC, at the west end of the north corridors. On-campus telephone calls may be made without charge from phones in the lobby of Great Circle Hall.

## Library

Familiarity with the following information will enable students to take maximum advantage of library services. All service desks and service departments have leaflets describing library services and resources in greater detail than in the description given below. The University identification cards (the plastic ID card and the fee card for the current term) are the official library cards, and *both* must be presented each time materials are withdrawn.

### Main Library

Hours are 8-8, Monday-Friday, and 9-5, Saturday. Inter-session hours are 8-5, Monday-Friday. Summer term hours are 8-6, Monday-Friday, and 9-5, Saturday.

The *Audio Center*, fourth floor, is an area for listening to recorded materials of many kinds. Facilities are available for individual and group listening.

The *Circulation Department* maintains on open shelves books that may be borrowed for one month. One renewal is permitted unless the book is needed by another reader. A fine of 15 cents per day is charged for overdue books. If a book is lost, it should be reported immediately to avoid accumulating excess charges. If such books are not found after a reasonable time, the user is billed for the cost of the book and a \$5 processing fee, in addition to the accrued fine.

The *Curriculum Library*, second floor center, maintains and circulates a laboratory collection of curriculum guides, textbooks, juvenile literature, standardized tests, games, kits, and simulations useful to prospective teachers. Hours are posted in the Curriculum Library.

The *Documents Section*, third floor center, specializes in the acquisition of United Nations and federal, state, and local publications. British Parliamentary Papers are also located in this section. The documents staff will assist students in the use and circulation of documents.

The *Hull-House Library*, in the Jane Addams Hull-House, houses books and manuscripts relating to Miss Addams, Hull-House, and the residents and program associated with that historic social settlement. The library, second floor, Hull-House, is open 8:30-4:30, Monday-Friday.

The *Map Section*, third floor south, houses the topographic maps of the United States Geological Survey and the United States Army Topographic Command and provides world coverage, with geologic, political, transportation, and other thematic maps. Maps circulate under a varied policy and may be checked out through the Map Office, 9-5, Monday-Friday. The office also provides reference assistance.

The *Manuscript and Archives Sections* are in the basement of the library. The University Archives contains retired records of the offices and organizations of the Chicago Circle campus. The Manuscript Section includes the papers of individuals and organizations active in social welfare and the religious, ethnic, political, cultural, and financial history of Chicago since 1871. Hours are 8:15-5, Monday-Friday.



The *Periodicals-Microforms Area* is on the second floor south. This service desk is responsible for information about and maintenance and circulation of all periodicals, newspapers, microforms, and college catalogs in the general collection.

*Photocopying Service* is available at 10 cents per copy in 2-120 LIB, Monday-Friday. Self-service copiers, providing copies at 5 cents each, are located on all floors.

The *Rare Book Room*, third floor, houses the rare and special book collections that require special care and handling. The collections are primarily literary and historical in nature, but also include some architectural, philosophical, and scientific material. An author-title file of holdings is available in the room, which is open 9-12 and 1-5, Monday-Friday.

*Reference Service* is available to assist students in using the resources of the library. For help in using the card catalog, reference books, and periodical indexes and in locating materials for assignments, term papers, and personal interest ask at the Reference Desk, second floor north.

The *Reserve Book Desk* is on the first floor center. Required readings for class assignments circulate from this desk for limited periods. A fine of 50 cents for the first hour and 25 cents for each additional hour is charged for overdue material.

## Science Library

Located on the third floor, SES, the Science Library houses materials in biology, chemistry, geology, and physics (classifications QC-QR). Circulation policies for the Science Library collection are the same as those of the Main Library, except that faculty and students may borrow bound journals for 24 hours and noncurrent unbound journals overnight. Reference service is available 8:30-5, Monday-Friday.

## Math Library

The Math Library, 430 SEO, contains about 12,000 volumes, including most books classified QA (Library of Congress classification for mathematics), mathematics periodicals, a microfilm collection, selected reprints of mathematics articles, and reserve materials for all mathematics courses. The Math Library does not provide complex reference services; patrons are advised to use the reference services at the Main or Science Libraries.

Circulation policies for books and periodicals are the same as those of the Main Library. The library is open 8-8, Monday-Friday, during the fall, winter, and spring quarters; it is open 8-5 during the summer term and intersessions.

A coin-operated copying machine is available to patrons at 5 cents per copy. Mathematics faculty may charge their use of the machine to the department.

## **Additional Services**

### **Handicapped Students**

Students with limiting physical handicaps are encouraged to use the services of the associate and assistant deans of Student Affairs, 809 UH. In certain instances, priority registration can be arranged, change of classrooms effected, and other assistance rendered for students with special problems.

### **Hospital-Medical-Surgical Insurance**

All students enrolled and in attendance at Chicago Circle are covered by this insurance, for which they pay a fee at registration. Eligible dependents of insured students (spouse and/or unmarried dependent children under nineteen years of age) may also be insured if the student makes application to the Insurance Office, 1219 UH, and pays the required premium within the time specified by the insurance policy.

Students enrolled in the spring quarter may elect to take the insurance for the entire summer vacation period by making application to the Insurance Office between May 15 and the tenth day of instruction in the summer term. The insured student's eligible dependents may also be included in this coverage at an additional fee.

*Exemption from the Insurance Portion of the Health Service-Insurance Fee.* Students presenting evidence of equivalent medical insurance coverage are exempted from payment of the fee for the University insurance plan. This evidence should be presented at the In-Person Payment area, during either advance enrollment or residual registration; if the evidence is not presented then, one must pay the fee and then submit the evidence and a petition for refund to the University Insurance Office within the first ten days of instruction during the term for which the fee was paid.

### **Office of News Services**

The Office of News Services represents the University to all news media (newspapers, magazines, radio, television, and wire services) in Chicago and throughout the nation.

In addition, the office is available for consultation on many communications problems and assists in providing University representatives for radio and television appearances and background information for printed articles.

# Student Activities

## Athletics—Intramural and Intercollegiate

Eighteen intramural activities are offered, including bowling, handball, swimming, table tennis, weight lifting, tennis, and volleyball. There is also a creative dance program for women. Most of these activities are held at the Chicago Circle Center. Competition in intramural sports is open to all students, and all equipment is furnished. The breadth of the program makes it possible for almost every student to participate.

Intercollegiate athletics, supported completely by student fees, includes nine sports—soccer, cross country, basketball, swimming, gymnastics, track, baseball, tennis, and ice hockey. Membership is held in the National Collegiate Athletic Association, and a full schedule is offered in every sport. Extramural competition is also offered for women in five sports—volleyball, basketball, gymnastics, softball, and track and field. Students are admitted to all home contests upon presentation of their identification cards.

Students are encouraged also to participate in community activities, but the University cannot assume any responsibility for their actions or their safety.

## Campus Organizations

The University of Illinois at Chicago Circle registers many student activities. They can be grouped according to the following categories:

- Academic and Pre-Professional
- Councils, Governing Groups, and Advisory Boards
- Ethnic and Language Groups
- Honorary Groups
- Literary Groups and Publications
- Military Groups
- Performing Arts
- Religious Groups
- Political and Social Issue Groups
- Service Groups
- Social Groups (including sororities, fraternities, and fratorities)
- Special Interest Groups

To obtain a list of the currently registered organizations or to initiate a new group, consult the Office of Organizations and Activities, 712 CCC.

# **Campus Policies and Regulations**

Students need to be fully aware of campus policies and procedures applicable to them in order to become acquainted with not only their basic rights but also their responsibilities. This section contains those rules and regulations each student is expected to follow to avoid disciplinary action.

## **General University Regulations**

### **Alteration and Mutilation of University Documents**

A student who intentionally alters or mutilates any official document of the University, such as a transcript, a program card, a change slip, a receipt, or an identification card, is subject to disciplinary action. If a student believes that an error has been made in his records or program, he should refer the matter to the proper University officer and not attempt to alter the document himself.

### **Building Hours**

Students, faculty, and staff of the University and persons conducting business with it generally have access to campus buildings 7-6, Monday-Friday. Some buildings, such as the Library, Chicago Circle Center, the Physical Education Building, and University Hall, are also open at additional times (inquire at the building involved). Other buildings may be open at times not regularly scheduled when space is reserved for special events.

Between academic terms and at other special periods, the building hours may be reduced; access to a building may be obtained by calling University police, Ext. 2830. Emergencies or other unpredictable situations, such as fires or power failures, may also require changes in building hours pursuant to approval by the Chancellor or his designee.

### **Change of Address or Name**

Address changes, for both students and their parents, should be reported at once to the Office of Admissions and Records, 1-120 LIB.

A student who changes his name from that which appeared on the original permit to enter must immediately report the change, together with appropriate supporting evidence, to the same office.

### **General Policy on Visual Communications**

Visual communications, such as films, video tapes, printed materials, and pictures, may be used to support the University's academic program wherever necessary. Administrative heads of colleges and departments shall exercise the necessary judgment as to the appropriateness and acceptability of such materials to be used for visual communications.

All visual communications used or circulated on campus other than those used in the academic program referred to above are subject to the following University rules and regulations. It is the intent that such visual

communications will be used only to provide adequate information on items of general interest to the University community.

## *Rules and Regulations*

### *I. General Responsibilities*

- A. *Use of Supplies.* It will be the responsibility of the department to ensure that University-owned supplies (department stationery, paper, and like items) are used only in the department's academic program. Supplies may be utilized only for visual communications as defined under the General Policy, as stated above. It shall be the responsibility of the vice chancellor to whom the department is responsible, or his designee, to determine and enforce compliance with this policy.
- B. *Use of Office Equipment.* Departments shall be responsible for University-owned or -leased duplicating equipment (Ditto or Xerox machines, for example). Such equipment, the cost of which is borne by the department budget, may be used only in furtherance of the University's General Policy of Visual Communications. It shall be the responsibility of departments that have jurisdiction over such equipment to ensure that its use is limited to support of the University's academic program as stated in the foregoing University General Policy on Visual Communications. It shall be the responsibility of the vice chancellor to whom the department is responsible, or his designee, to determine and enforce compliance with this policy.
- C. *Posting of Signs.* The University has provided facilities for the posting of signs and announcements. Unless otherwise marked, personal notices may also be attached to these facilities. For example, the Chicago Circle Center has designated two kiosks for personal notices. Any materials posted on areas other than those provided, such as building walls, windows, or doors, will be removed. The Chancellor authorizes the director of the Chicago Circle Center and the director of the Physical Plant to determine and enforce compliance with this section in their respective areas of responsibility. Individuals and University organizations in violation of this section will be referred to the appropriate authorities.

### *II. Special Responsibilities*

- A. *General Building Directory Boards.* The Office of Campus Planning is responsible for general building directory boards. Departments are asked to cooperate with Campus Planning on the updating of information contained on the general building directory boards.
- B. *Sale of Newspapers, Literature, Periodicals.* The general sale of newspapers, periodicals, magazines, and like matter is restricted to University general merchandise sales locations. The director of the Chicago Circle Center is responsible for these merchandising areas. He, in turn, may consult with the Chicago Circle Center Board on questions that may arise. Registered student organizations may re-



serve a booth in the Chicago Circle Center for the purpose of selling publications after permission has been granted for such sale by the director of Organizations and Activities, acting for the Committee on Student Affairs.

C. *Free Distribution of Visuals*

1. *Distribution by Handout*

- a. All material distributed by handout must identify the issuing persons or organizations. Such materials may be distributed only by Chicago Circle faculty, staff, or students. Persons circulating such materials must furnish their identification upon request of appropriate University officials, as required in Part V, Section E, of the Student Code.
- b. On-campus distribution of such printed materials is permitted if such distribution does not interfere with the regular course of University business or with a meeting or an event and is under the same provisions as stated in C.1.A.
- c. Except where specifically restricted, such printed materials may be distributed inside buildings, but shall be limited to the entrance foyers of buildings and permitted under the same provisions as stated in C.1.A.
- d. Individuals or University organizations in violation of section C.1. will be referred to the appropriate authorities.

2. *Distribution from Fixed Locations (materials left for random pickup).* The University has provided bins at several campus locations for distributing University publications, such as the *UICC Student*. The director of Auxiliary Services is responsible for the use of these bins, and registered student organizations request permission to use these facilities from him. The approval or disapproval of the use of these bins is made on the basis of availability and of the appropriateness to the educational purposes of the University.

D. *Outdoor Signs.* For safety and economy, the use of University buildings (walls, windows, exedrae, amphitheater, walkways, etc.) for the hanging or displaying of outdoor signs is not permitted.

E. *Exterior Illuminated Campus Bulletin and Directory Boards.* Use of exterior illuminated campus bulletin and directory boards is limited to University-originated materials for all-campus information purposes. The director of Auxiliary Services is responsible for these areas. Space in these locked boards is allocated on the basis of availability and timeliness to the University community. Responsibility for materials displayed in these areas rests with the unit using the space.

## General Rules for the Use of Chicago Circle Center

The Chicago Circle Center Board has prepared these rules and regulations to ensure maximum benefits to users of Center facilities. The University assumes no responsibility for injuries resulting from personal negligence. Violations of these rules by individuals or groups may lead to action by the Student Judiciary Committee of the UICC Senate.

1. Fire regulations prohibit smoking in areas where "No Smoking" signs are posted and in the bookstore, food service areas, and elevators.
2. State law prohibits gambling on University property.
3. The possession or consumption of alcoholic beverages is prohibited on University premises, except as authorized by appropriate University officials.
4. Trays, china, and silverware are not to be removed from food service areas.
5. All practices not in accord with the proper upkeep of Center facilities, the placing of feet on chairs, sofas, window sills, and walls, for example, are prohibited.
6. The furnishings and equipment must remain in their original locations.
7. Mutual consideration should ensure that personal radios, phonographs, tape recorders, and musical instruments are not played so loudly that they disturb those who wish to study or converse.
8. Dancing is permitted only in those areas designated for that purpose.
9. Fire regulations require that stairways and corridors be clear at all times.
10. Unauthorized posting of bills, placards, and decorations on walls, windows, and ceilings is not permitted in any area of the Center.
11. Individual students or student groups responsible for distributing printed materials must furnish Chicago Circle student identification upon request. The material to be distributed must bear the name of the issuing person or registered organization. Literature distribution is confined to the booths in the main lobby and to the area by the escalators in the first floor foyer and in the main lobby.
12. The presence of any unauthorized vendor or commercial photographer within the Center or elsewhere in the University constitutes a violation of the Center's and the University's policies. Authorization must be secured through the appropriate University authorities.
13. In the interest of health and safety, shoes or sandals must be worn in the Center.
14. Pets are not permitted in the Chicago Circle Center.
15. Posters on designated bulletin boards are to be placed and removed by the Craft Workshop. Space for posting personal notices is also available in the Center.
16. Hand-carried posters, placards, and banners are not permitted in the Center if they are affixed to any material that may endanger safety or cause damage.
17. Meeting rooms are available to organizations on a reserved basis only. Reservations must be secured through the Office of Room Reservations. A list of regulations governing the use of meeting facilities is available through that office.
18. Bullhorns and other speaking devices may be used in the Center only with authorization. Generally, use of these devices in public areas is authorized only for crowd control.

19. The use of Center facilities may be subject to additional rules. Information pertaining to them may be obtained in the Office of Room Reservations.

### *Rules Regulating Use of the Speaking Facility*

1. A speaking facility—a public address system and a platform—is available to all members of the University community and their invited guests during regular Pier Room hours.
2. Only one person at a time may occupy the platform.
3. The platform is to be used for speaking only.
4. Each speaker is limited in length of speech only when others desire the use of the platform. If the facility is requested by another speaker, the first speaker must relinquish the platform within ten minutes.

### **Identification Cards**

A permanent photo-identification card is issued to each student at the time of his initial registration at Chicago Circle. The card carries the student's photograph (made at registration at no cost to the student) and social security number and is designed to last at least four years. In addition, after full payment of fees, each student is given a Registration Fee Receipt Card for each quarter of registration. Both cards should be carried at all times while the student is on campus. They are necessary for withdrawing books from the library and for all other identification purposes.

*Photo-Identification Card Replacement Fee.* The cost for replacing a lost photo-identification card is \$1; the cost for replacing the current Registration Fee Receipt Card is 50 cents.

### **Individual Absences**

A student's responsibility for attending his classes is constant even though his participation in events, recognized organizations, and activities might entail his absence from class. The student is always responsible for an explanation of his absences. Excessive absence from class may be reported to the dean of the college in which the student is enrolled, and an explanation may be called for to clarify his status in the University.

*Excused absences are not given by anyone in the University;* all absences must be explained to the instructor, if he so requests. A student who is absent because of extended illness (more than two days) should call the Office of the Associate Dean of Student Affairs, Ext. 3133, to report the problem. The dean will then notify the individual instructors and the student's college office so that the student may arrange to make up the work that he has missed. However, it is up to the student to follow up on the notices sent to the instructors.

## Refunds

*Withdrawal from the University.* Withdrawal within the first ten days of instruction in a term results in a refund of tuition and fees less a non-refundable charge of \$31 for students who were registered for 12 quarter hours or more (\$30 for students who were registered for less than 12 hours). No refund is made for withdrawal after the tenth day of instruction. See the current Timetable, which specifies in the calendar the date of the tenth day of instruction.

*Withdrawal to Enter Military or Other National Defense Service.* For regulations regarding certification of entry into active duty and credit awarded, see *Withdrawal from the University to Enter Military or Other National Defense Service*. The following regulations apply to refunds:

1. If withdrawal occurs during the first five weeks of instruction, the student is entitled to a full refund, less the Hospital-Medical-Surgical Insurance fee.
2. If withdrawal occurs during the sixth to eighth week (inclusive), the student is entitled to a refund of one-half of tuition and fees, less the Hospital-Medical-Surgical Insurance fee.
3. No refund is made after the eighth week.

*Withdrawal from One or More Courses.* If withdrawal from one or more courses results in reduction in the student's program to a lower assessment range, the full difference in tuition and fees from the higher to lower range is refunded. No refund is issued for withdrawal from courses after the tenth day of instruction.

*Withdrawal by a Visitor.* A full refund will be issued if the withdrawal is made within the first ten days of instruction. Thereafter, no refund is available.

*Academic Drop.* Students who are dropped from the University for poor scholarship receive a full refund of tuition and fees that may have been paid during advance enrollment for the subsequent term.

*Cancellation of Advance Enrollment.* Students cancelling their advance enrollment receive a full refund of tuition and fees. To cancel his advance enrollment, the student must consult the Records and Registration Division of the Office of Admissions and Records, 1-120 LIB, Ext. 4384, prior to the first day of the quarter. Written requests for cancellation are preferred, but telephone calls are acceptable. Once classes have begun, students are not eligible to cancel their advance registration but may withdraw from the University.

## Regulations Governing the Use of University Facilities

### *Use by Registered Student Organizations*

- A. Designated University facilities are available by reservation to registered student organizations pursuant to the provisions of these regulations.
- B. The term *registered student organizations* refers to student organizations that have been duly registered by the Office of Organizations and Activities.
- C. Fund-raising of any nature, including the charging of an admission fee, the soliciting or receipt of donations, or the sale or solicitation for sales of goods or services, is only permitted when proceeds from such fund-



raising go into the Student Organizations Fund account of the organization and when such fund-raising is otherwise in accordance with all applicable University rules, including the rules of the section on the Student Organizations Fund of the Student Code.

- D. Requests for use of facilities by registered student organizations, along with such requests by faculty or staff organizations, generally will be approved on a first-come, first-served basis.

### *General Regulations*

- A. Faculty or staff organizations, registered student organizations, and non-University organizations granted permission to use University facilities will be expected to comply with all applicable University rules and regulations and city, state, and federal laws. These rules and regulations shall include the following:
1. Such an organization shall pay all usual and customary charges established by the University for the use of facilities and of equipment and services related thereto. Non-University organizations may be required to pay charges not applicable to the two categories of University organizations. Regardless of whether they are subject to payment of a basic rental fee (which will be derived through reference to ordinary operation and maintenance expenses of the facilities), all organizations will be assessed charges for extra services, such as setups, additional furniture, or transportation, and may be assessed charges for identifiable increments to the University's operation and maintenance expenses imposed by the use of facilities. The University reserves the right to require advance payment of all or any portion of a charge associated with a reservation request.
  2. The organization, its officers, and any individual applying to reserve space on behalf of the organization are responsible for the condition of the facilities used and the use to which they are put during the time reserved. The organization and such persons shall be responsible for all damage to or misappropriation of University facilities or any part or contents thereof occurring as a result of their use of such facilities, including damage or misappropriation by any nonmember attendants, and shall pay and reimburse the University for any such damage or loss. They may not turn reserved facilities over to the use of others, and no organization other than the reserving organization may use the facilities reserved.
  3. The organization using University facilities shall be responsible for exercising due care and reasonable control to ensure the safety and protection of persons and property at the event, and it shall cooperate with and comply with University efforts to ensure such safety and protection. This shall include all reasonable efforts to ensure compliance with University rules and regulations pertaining to such safety and protection by all persons in attendance at the event. The organization may be charged for the cost of necessary extra police or other security personnel retained by the University. The number anticipated to be in attendance shall be determined by the University on the basis of the nature of the proposed event, the



number of persons anticipated to be in attendance, and the past experience of the University with respect to similar events.

4. If the Chancellor or his designee determines that for any reason adequate safety or protection of persons or property at the event cannot be ensured through reasonable security and other precautions, he may deny or withdraw permission for use of facilities at any time.
- B. Use of facilities for purposes requiring express approval of the Chancellor or his designee under these regulations without obtaining such approval may be used as grounds for denying future facilities use by the offending group at any time within two years of said unapproved use.

### *Procedure for Reserving Facilities*

- A. Faculty or staff organizations may make requests for use of University facilities by completing appropriate forms available at the Campus Facilities Reservations office or the Chicago Circle Center Reservations office. The same procedure applies to non-University organizations except that all such reservations are handled by the Campus Facilities Reservations office. Registered student organizations file their requests with the director of the Office of Organizations and Activities. The director may approve or disapprove the requests. Such requests will be approved if applicable University charges for use of facilities and services are met by the student organization and if the proposed use of facilities does not violate the Student Code, University rules and regulations, or city, state, or federal laws. Approved requests are forwarded to the Campus Facilities Reservations office or the Chicago Circle Center Reservations office for actual scheduling.
- B. Requests for use of facilities by any organization must be made at least two days prior to the date of the meeting or event. Consideration of requests by non-University organizations may require substantially more than this two-day period, however, and these organizations are advised to submit such requests as far in advance as possible, preferably at least one month prior to the date of the meeting or other event.
- C. Upon receipt of a reservations request form the appropriate reservations office will:
  1. Determine the availability of adequate and appropriate facilities at the time requested.
  2. Confirm the reservation if no further approvals are required.
  3. Forward the reservation to the Office of the Chancellor, or to the Office of the Dean of Student Affairs in the case of registered student organizations, when procedures require further approvals.
  4. Notify the organization of the action taken.
  5. Reserve the space for approved events and notify all involved University offices so that appropriate arrangements can be made.

### **Release of Information Pertaining to Students.**

As custodian of student records, the University assumes an implicit trust. This trust involves recognition that student records, both academic and personal, are confidential to the student and the institution and are ac-

cumulated by the institution in order to facilitate its operation in the best interests of its students. Accordingly, the University will use extreme care and concern in reporting and disseminating information about students and exercise professional discretion at all times. Student records will be released only to appropriate college or University authorities within the University, except for items of public information or in cases where the student or former student has given his or her formal written consent to the external release of records. Requests for information on a student's personal records, beliefs, or associations will not be honored when the principle of confidentiality is challenged.

The need for educational institutions to make information about students available for research purposes is recognized. In releasing data for research, however, the University will take great care to protect the identity of individual students. Under no circumstances will the University abdicate the responsibility it bears to its students to keep their records confidential. Before submitting information for student records to researchers from outside the University, the University will remove any identifying information on students whose records are involved unless the University has obtained from each student a formal written consent to the release of their records with such identifying information attached.

The primary concern is that students know what information University personnel may release about them. Aside from a minimum number of items considered public information (as defined in 1, below), University personnel will not release information without specific written authorization from the student indicating the kind of information to be released and to whom it may be released. Where a student record contains public information generated by a source other than the University, such as a court arrest record, the University will not release that information. No information about students will be released by nonacademic staff members or student employees, either in writing or over the telephone, without specific authorization to do so from supervisory professional staff.

The following guidelines relate to the interpretation of the above statement of policy:

1. The student's name, dates of attendance, degrees earned, major field of study, honors earned, and any information available in a public directory, such as an address and telephone number, are considered public information and will be furnished to anyone who demonstrates a legitimate "need to know" without the written authorization of the student involved. With the exception of those student addresses and telephone numbers published in a directory available to the public, great care will be taken to identify originators of telephone requests for information about students. Where possible, these requests should be submitted in writing.
2. Disciplinary records are for intramural use and will not be made available to persons outside the University except on the formal written request of the student involved or when state or federal laws require release of such information. Even in cases of intra-institutional use, disciplinary records should be released only by the dean of Student Affairs and then only to personnel in the University who, in his opinion, require the information in order to discharge their official duty properly. (The only exception to the above will

occur when disciplinary action against a student results in “disciplinary probation,” “disciplinary suspension,” or “disciplinary dismissal”; in such a case an appropriate notation will appear on the transcript as long as the disciplinary action remains in force.)

3. With the exception of information considered to be public, information from student records will not be sent to prospective employers in the private or public sector or to educational institutions without the formal written consent of the student involved except as indicated in 5, below. Written reports for prospective employers and educational institutions will normally be released only by the director of Admissions and Records or the dean of Student Affairs, and information of a derogatory nature will be handled with extreme care.
4. A government agency may routinely obtain only that information classified as public information, regardless of the purpose for which it is requested. Any other information must be obtained by subpoena or written release from the student. (In such cases, the director of Admissions and Records will release information to government agencies.) Academic information will be released only by the director of Admissions and Records; other types of confidential information may be released only by the dean of Student Affairs.
5. Grades are considered confidential and are reported only to the student unless release is otherwise authorized under the terms of the foregoing policy. The only exceptions occur when the parent or guardian of a minor (one under the age of 18) requests a copy of his son's or daughter's grades. The grades are to be released in such cases by the director of Admissions and Records. Telephone requests by a student for the release of his own transcript may be honored by the Office of Admissions and Records in accordance with established identification procedures.
6. Questions requiring judgments about a student's academic achievement will not be answered unless the particular University employee has been named by the student as a personal reference. The inquirer who needs academic information should ask the student to authorize the release of his academic records.
7. A University employee will refuse to answer questions about a student asked by extra-University agencies or persons if such questions require personal judgments (such as the student's leadership ability or adjustment to University life) unless the particular employee has been specifically named by the student as a personal reference.
8. Where a specific University officer has been named as having primary responsibility for releasing certain kinds of information about students, he will designate in writing those persons who may release information under the responsibility vested in said University officer.
9. Class schedules will not be released to unauthorized personnel within or outside the University. If a student must be located in the case of an emergency, the Office of Student Affairs will take responsibility for doing so by telephone, by mail, or by a note to the student in class conveying the information that someone is trying to reach him or her. The student may then respond appropriately.

10. The University's records are subject to subpoena, and the University will respond to subpoena for such. Upon issuance of a subpoena, the student is notified by the party at whose instance it is issued. All subpoenas of student records will be referred immediately to the University Legal Counsel who will then instruct the chief administrative office of the department holding the records to respond accordingly. The Legal Counsel will send a copy of the subpoena to the dean of Student Affairs who will attempt to notify the student that a subpoena has been served upon the University and that the University is responding to it. Upon request the dean will also advise the student of his right to seek legal assistance.

### **UICC Policy on Student Access to Records**

As a result of the enactment of the Family Educational Rights and Privacy Act of 1974 (see below), the University of Illinois at Chicago Circle has established the following guidelines on student access to records. It should be noted that this is subject to amendment and change.

1. The University will respond to the student's request for access within 45 days of that request.
2. Students are entitled to access to department or college evaluations of their performance and potential, including disciplinary and academic records and their records in the Health Service, Student Counseling Service, Office of Financial Aid, Office of Business Affairs, Placement Services, Office of Student Affairs, Office of Admissions and Records, and any other repositories of official student records.
3. Medical records may be reviewed only in the presence of the attending physician or the director of the Health Service.
4. Psychiatric and clinical psychological records, in keeping with the law of the state of Illinois, may be reviewed by the student solely at the discretion of the psychiatrist or clinical psychologist.
5. Student Counseling Service records may be reviewed by the student only in the presence of the counselor or the director of the Student Counseling Service.
6. Students receiving financial aid will be given access to confidential statements of income filed by their parents only after a notice is sent to the parent that the Family Educational Rights and Privacy Act of 1974 requires that the University give the student access to such statements.
7. Students who are also employees on an hourly basis or on a civil service basis do not have the right to inspect their employment records. Graduate assistants have the right to review all records having bearing on their status as students.
8. With respect to confidential letters and recommendations, no document will be solicited by the University with a guarantee of confidentiality after November 19, 1974.
9. Subjective evaluations maintained by a faculty member or counselor in private files not shared with others need not be available to students since they do not constitute part of the student's official record.



## *Family Educational Rights and Privacy Act of 1974*

Federal legislation under the Family Educational Rights and Privacy Act of 1974 permits university students "the right to inspect and review any and all official records, files, and data directly related" to them and to deny access to others without written consent of the student except under limited and specified circumstances.

Students who wish to see the full text of the Family Educational Rights and Privacy Act of 1974 may do so at the Reference Desk and the Documents Desk of the library.

### *Campus Procedures for Student Access to Records*

Students wishing to gain access to their official records may do so by following these procedures.

1. *Initial Inquiries.* All initial requests to gain access to records should be made in writing and submitted to the Office of Admissions and Records. The Office of Admissions and Records will identify for students the location of official records, the nature of records in different locations, and the names of designated custodians of records.
2. *Nonspecific Requests.* The student may review the entire official record, subject to the guidelines delineated in the UICC Policy on Student Access to Records. Such a review will take place in the presence of the custodian of the unit's records.
3. *Specific Requests.* The unit's records custodian will permit the student to review any particular record at the student's request. Clerical and other obvious errors will be corrected by the custodian, who will write to both the student and the director of the Office of Admissions and Records confirming that the correction has been made.
4. *Notice of Appeal.* If dissatisfied with what the record indicates, the student may register a formal written appeal to the Office of Admissions and Records challenging the accuracy of the record or the necessity of keeping specific records.
5. *Appeal Board.* The Office of Admissions and Records will then direct the student's appeal to a Records Appeal Board consisting of one representative from the Office of Student Affairs, one from the Office of Academic Affairs, and three from the Senate Committee on Admissions and Records (one faculty member, one undergraduate student, and one graduate student). The director of the Office of Admissions and Records (or his designee) and the Campus Legal Counsel will be ex officio members without vote. The Records Appeal Board will communicate its findings to the student in written form.
6. *Correction of the Records.* If the student is upheld in a request to correct the official record, the director of the Office of Admissions and Records will coordinate the necessary changes of the official record.

The above procedures are not intended to supplant existing appeal procedures in other areas such as substantive academic matters and disciplinary cases.



## **Safety Regulations**

1. Bicycles, motor scooters, and motorbikes are restricted to specified parking areas. (See the parking handbook.) Riding these vehicles on campus is not allowed.
2. Ball-playing should be confined to athletic fields.
3. Pets of any kind may not be brought to the campus. (Seeing Eye dogs are allowed.)
4. Smoking is prohibited in classrooms, laboratories, elevators, and other areas identified by "No Smoking" signs.
5. Observance of posted campus safety signs and regulations is required.

## **Salesmen**

Salesmen and agents are prohibited on University property unless they are on University business.

## **Use of University Cars**

When the members of an organization or an activity take a trip in a University car, they must be accompanied by a member of the faculty or the staff.

To receive consideration to use a University car, the student representative of the organization must present to the director of Organizations and Activities a written request, signed by the faculty adviser and the appropriate student officer, containing detailed information about the extent and nature of the trip. If it is in accord with University policy, the director of Organizations and Activities will issue a Car Release Order and Mileage Report, to be presented to the Transportation Office, which will issue a car if one is available.

## **Student Bill of Rights and Responsibilities**

### *1. Freedom of Association*

The students of the University of Illinois at Chicago Circle shall be free to organize and participate in voluntary associations of their own subject to University regulations insuring that such associations neither are discriminatory on the grounds of race, religion, color, sex, or national origin nor operate in a manner that substantially interferes with the rights of others. Meeting rooms and other campus facilities when available to student organizations shall be on a nondiscriminatory basis. A reasonable number of bulletin boards shall be provided for the use of student organizations and school-wide circulation of all notices and leaflets shall be permitted. The duties of an adviser to a student organization shall consist of consulting with and counseling the organization, but the adviser shall have no authority or responsibility to regulate or control its activities.

All campus members have the right to identify themselves as members of the University and a concurrent obligation not to speak or act on behalf of the institution without authorization.

## *2. Freedom of Assembly*

The University shall not limit or prevent lawful assembly of students, and students shall have the right to select speakers and guests and to discuss issues of their choice. An invitation to a speaker does not necessarily imply approval of the speakers's views by either the group or the University. Students shall not interfere with the freedom of members of the academic community to pursue normal academic and administrative activities, including freedom of movement.

## *3. Freedom of Speech*

No rule should restrict any student's expression solely on the basis of disapproval or fear of his ideas or motives. The distribution of printed matter in places of general public access and the exercise of other forms of expression that are not disruptive of the customary use of various University facilities are not to be restricted. The University has the right not to take a position, as an institution, in electoral politics or on public issues, except on those issues that directly affect its autonomy, the freedom of its members, its financial support, and its academic functions.

## *4. Freedom of Press*

All student publications shall enjoy full freedom of the press as guaranteed in the Constitution and in legal precedents in general law, and shall not be restricted by the University administration. Freedom of the press implies the right to freedom from censorship in campus publications and other media and the concomitant obligation to adhere to the canons of responsible journalism. All student publications should be extended all the rights and courtesies concerning free and uninterrupted access to news that they consider to be of importance and interest to the academic community. To further accessibility of information, compliance with Illinois Revised Statutes, Chapter 102, Section 41 and following (Public Meetings Act), for all University meetings should be enforced.

Whenever possible, student publications should be financially autonomous from the University, and the University shall be absolved from all liability for the publication and bear no direct responsibility to the community for the views expressed. It should be made clear in writings or broadcasts that editorial opinions are not necessarily those of the University or its members. When student publications do not enjoy financial independence, no representative of the University shall exercise veto power in the absence of a specific finding of potential libel as determined by the University Legal Counsel. In no case, however, should the decision of the editors or editor be challenged or overruled simply because of pressure from the alumni, board of trustees, state legislature, college administration, or student government. The freedom of student publications must not be abridged by confiscation of issues or facilities; denial of facilities for distribution; suspension of publication; academic, personal, or financial sanctions; arbitrary removal of staff members; or threats of these actions.

## 5. *Freedom to Petition for Redress of Grievances*

All members of the University community possess the same right to freedom of speech, assembly, and association as do other residents of the United States. Therefore, they shall be free through organized action on campus to register their political beliefs or their disapproval of University policies, but only within peaceful limits. Picketing, demonstrations, sit-ins, or student strikes, provided that they are conducted in an orderly and non-obstructive manner, are a legitimate mode of expression, whether politically motivated or directed against the University administration, and should not be prohibited. It must be understood, however, that the University has the right to deny pay and/or academic credit to members of the campus who are on strike and the concomitant obligation to accept legal strikes legally conducted without recourse to dismissal of participants. Demonstrators have no right to deprive others of the opportunity to speak or to be heard, take hostages, physically obstruct the movement of others, or otherwise disrupt the educational or institutional processes in a way that interferes with the safety or freedom of others.

Students shall be free, with no permission required, to distribute pamphlets or collect names for petitions concerned with campus or off-campus issues. All students have the right to be heard and considered at appropriate levels of the decision-making process about basic policy matters of direct concern to the University.

## 6. *Freedom from Unreasonable Regulations and Disciplinary Procedures*

Regulations governing student conduct shall be in harmony with and essential to the fulfillment of the University's educational objectives. Students shall participate fully and effectively in formulating and adjudicating University regulations. Regulations should be clear and unambiguous. All students must know in advance the range of penalties for violations of campus regulations. Definition of adequate cause for separation from the campus should be clearly formulated and made public. The campus must not be considered a sanctuary from the general law, nor does it stand in loco parentis for its students.

A student charged with or convicted of a crime should not be subject to academic or other sanctions by the University for the same conduct unless the offense is of such nature that the institution needs to impose its own sanctions upon the student for the protection of its members or to safeguard the academic process. Disciplinary procedures shall be structured so as to facilitate a reliable determination of the truth or falsity of charges, to provide fundamental fairness to the parties concerned, and to be an effective instrument for the maintenance of order. Students charged with the violation of University regulations shall be accorded the full rights of due process, including representation by counsel and the right to question witnesses. Students penalized for both minor and major infractions of University regulations should have the right to appeal.

Admission to, employment by, and promotion within the campus shall be in accord with the provisions against discrimination in the general law.

## 7. *Personal Freedom*

Students shall be free to organize their personal lives and determine their private behavior free from institutional interference so long as it does not violate the law or interfere with the rights of others.

## 8. *Academic Freedom*

Free and open discussion, speculation, and investigation are basic to academic freedom. Students as well as faculty shall be free to present their opinions and findings. Faculty shall evaluate student performance with adherence to professional standards of veracity and clarity and without prejudice to the expressions of views that may be controversial or unorthodox. All members of the campus have the obligation to respect the freedom to teach, to learn, and to conduct research and publish findings in the spirit of free inquiry. Institutional censorship and individual or group intolerance of the opinions of others are inconsistent with this freedom.

## 9. *Freedom of Privacy*

The University has the obligation not to infringe upon the rights of all its members to privacy in offices, laboratories, and classrooms and in the keeping of personal papers, confidential records, and effects, subject only to the general law and to conditions voluntarily entered into. Campus records on students should contain only information that is reasonably related to the educational purposes of the University.

## 10. *Freedom from Harm*

The University has the right and obligation to protect the members of the campus and visitors to it from physical harm, threats of harm, or abuse; its property from damage and unauthorized use; and its academic and administrative processes from interruption. The University has the right to set reasonable standards of conduct in order to safeguard the educational process and to provide for the safety of campus members and the institution's property.

Adapted from:

*Academic Freedom and Civil Liberties of Students in Colleges and Universities*, April 1970, American Civil Liberties Union, 156 Fifth Ave., New York 10010.

*Dissent and Disruption: Proposals for Consideration by the Campus*, "A Model Bill of Rights and Responsibilities," Carnegie Commission on Higher Education.

*Rights and Responsibilities for Senior High School Students*, New York City Board of Education.

*Code of Ethics and Articles of Incorporation and Codification of Policy of the United States Student Press Association*, 1779 Church Street, NW, Washington, D.C. 20036.



## Student Code<sup>1</sup>

All matters relating to student affairs, like all other University matters, are under the authority of the Board of Trustees and their officially designated administrative officers. Subject to the foregoing, the following regulations govern student affairs at Chicago Circle.

### Part I. Committee on Student Affairs

#### *Section A. Duties*

A committee of the Chicago Circle Senate, the Committee on Student Affairs (CSA) shall review and make recommendations to the Senate concerning:

1. Rules and regulations relating to student activities and responsibilities.
2. Policies and procedures regarding the composition, activities, and fiscal responsibilities of student organizations.
3. Programs, policies, procedures, and fiscal arrangements designed to promote student participation in the University's extracurricular activities, including recreation, intramural athletics, student publications, and similar enterprises.
4. Programs, policies, and procedures relating to the conduct of inter-collegiate athletics.
5. Programs, policies, organization, and fiscal arrangements relating to the structure and functions of the Chicago Circle Center (CCC).

This committee shall be responsible for developing appropriate recommendations regarding policies on student affairs as mandated by the *University of Illinois Statutes*, Article XI, Section 1a.

#### *Section B. Membership*

The committee shall be composed of six elected faculty members at large from the Senate; six students, five of whom shall be undergraduate students and one a graduate student; the dean of Student Affairs and the director of Business Affairs, or their designees, shall serve ex officio without vote. The Office of the Dean of Student Affairs shall provide an executive secretary who shall serve the committee without vote. The terms of the elective members, the election of the chairman, and the determination of a quorum shall be as specified in the bylaws of the UICC Senate.

### Part II. Student Organizations Code

The Student Organizations Code states the guidelines and regulations for the operation of student organizations and their activities, excluding those of the Chicago Circle Center Board. The CSA recommends to the Senate the establishment of the code and is responsible for the adherence of organizations to the approved code.

1. Approved by the Senate of the University of Illinois at Chicago Circle June 3, 1971, and subsequently amended.



### Part III. Registration of Organizations

Registration permits an organization to: (1) request the use of University facilities and services, (2) use the Student Organizations Fund, and (3) request allocation of University funds from the Student Activity Funding Committee (SAFC). (See *Student Activity Funding Committee*.)

#### *Section A. Registration Procedures and Requirements*

Registration applications must include the following information:

1. Name of the organization. The name selected must be one that does not suggest official sponsorship by the University of Illinois at Chicago Circle.
2. Purpose of the organization.
3. Membership requirements. Membership in student organizations is limited to Chicago Circle students, faculty, and staff.

Membership requirements must conform to the Board of Trustees' policies regarding nondiscrimination on the basis of race, religion, or national origin.

Admission of new members, if voted upon, may require no more than a majority (50 percent plus 1) vote of the membership.

The conditions for expulsion of members must be stated if expulsion of members is contemplated. A member may only be expelled from his organization if a majority (50 percent plus 1) of the membership votes for his expulsion.

4. Names of major offices and students holding these offices. A major office shall include offices comparable to president, vice president, secretary, treasurer, editor, business manager, and chairman, when the chairman is a major officeholder of the total organization. A major officerholder must be a student on this campus or on authorized Off-Quarter Vacation.
5. The signature of the faculty adviser on the registration form.

Registration takes effect once the Office of Organizations and Activities determines that the Statement of Registration complies with the stated requirements. Notification of completion of registration will be made in writing to the organization within two weeks, under normal circumstances.

Appeals of a registration decision by the director of Organizations and Activities may be made directly to the Committee on Student Affairs.

#### *Section B. Annual Renewal of Registration*

Annually, on or before June 1, all previously registered organizations wishing to continue registration must file a new Statement of Registration with the Office of Organizations and Activities. Any such organization that has not filed a new Statement of Registration by June 1 will automatically be removed from the list of registered organizations, and its privileges will be cancelled until a new Statement of Registration is filed.

#### *Section C. Affiliation of Registered Organizations with National Organizations*

Student organizations affiliated with national organizations may register at the University of Illinois at Chicago Circle if they meet the following criteria:

1. The constitution of the national organization must conform to University policies and regulations or the national organization must agree in writing to waive any of its requirements with respect to the local organization that are in conflict with University policies or regulations.
2. The organization must follow the procedure for registration of student organizations contained in Sections A and B above.

#### **Part IV. Finances of Student Organizations and Activities**

##### *Section A. General Policies*

1. Money collected from outside the membership of an organization. Any fund-raising activity on campus, such as selling tickets or literature, receiving contributions, or raising funds in any manner or for any purpose from persons outside the organization's own membership, is prohibited except upon prior authorization by the CSA or the Office of Organizations and Activities. Funds so raised must be placed in the organization's Student Organizations Fund account. Application should be initiated in the Office of Organizations and Activities. Two weeks should be allowed for determination of authorization.
2. Purposes for which money may be raised. All funds are to be used for the benefit of the organization as a whole and for the promotion of the interest for which that organization was established; however, funds may be collected for charitable purposes.

##### *Section B. Student Organizations Fund*

Student organizations may deposit money in the Student Organizations Fund (SOF), where individual accounts are maintained for each organization.

For money accumulated through collection of dues or from activities not involving the use of University facilities, use of this fund is optional. All other funds must be deposited intact in an SOF account. The fund is operated without liability to the University.

Properly approved vouchers accompanied by adequate supporting documentation (invoices, bills, and receipts) must be presented to the Office of Organizations and Activities when funds are to be dispersed from an SOF account.

The SOF operates under the direction of representatives from each of the organizations transacting business through the fund. These representatives meet annually to handle SOF business and to elect three student members to an executive board. Also serving on the executive board are the director of Business Affairs, who shall serve as treasurer of the fund, and the director of Organizations and Activities, who shall serve as secretary of the fund.

The SOF publishes a financial officers handbook that can be obtained from the Office of Organizations and Activities.

### *Section C. Student Activities Fund*

The Student Activities Fund (SAF), established by the Board of Trustees in 1946, consists of money allocated from the service fee paid by all students who register at Chicago Circle.

Every organization may request SAF funds from the Student Activities Funding Committee (SAFC). (See *Student Activities Funding Committee*.) Every organization receiving SAF funds is subject to an annual audit, to be conducted by accountants regularly employed by the University of Illinois. The chief officer and treasurer of an organization receiving SAF funds thereby become responsible for the proper expenditure of such funds and for the maintenance of financial records of the use of such funds. Inadequate book-keeping or improper expenditure of such funds constitutes grounds for disciplinary action against these officers.

Every organization receiving SAF funds must place those funds in an SOF account. Organizations may use already existing SOF accounts if the organizations already have them established.

Any organization that has its operating expenses provided from the SAF (for example Student Government and the Graduate Student Association) shall keep all monies, whether received by allocation from SAF funds or raised from other sources, in an SOF account. Other organizations that have money generated as a result of an SAF allocation must keep it in an SOF account.

## **Part V. Regulations Pertaining to Student Organizations and Their Activities on Campus**

### *Section A. General*

The officers and members of organizations are responsible for compliance at all times with fire and safety ordinances and with all other regulations applying to the place where events are held, including applicable federal, state, and city laws, the regulations of the Board of Trustees, the *University Statutes*, and administrative regulations as well as with the Student Code. Your attention is directed to the following specific regulations:

1. Possession or consumption of alcoholic beverages is prohibited on University premises.
2. Closing hours of all meetings and special events on campus are one-half hour before the closing of the building or the campus.

Questions on matters such as these are to be referred to the Office of Organizations and Activities.

### *Section B. Scheduling Space*

1. Closed meetings. Space for regularly held closed meetings may be requested on a per term basis directly through the appropriate reservations office.

2. Special and open meetings. When a registered organization plans a special program or open event (other than a regular closed meeting) for which space reservations are required in advance, the student officer or committee chairman should take the following steps, allowing a minimum of ten days to complete the arrangement:
  - a. Register pertinent facts with the Office of Organizations and Activities, which will then forward the application to the appropriate reservations office.
  - b. Check with the appropriate reservations office on the availability of space and on any arrangements and expenses that might be necessary for the event.
3. No registered student organization shall request facilities or approval of activities for, or otherwise lend its name to the activities of, any nonregistered student organizations or other organizations, or for any registered student organization presently on probation or suspension. The CSA may, upon determination of violation, refer the organization to the Senate Student Judiciary Committee who may warn the organization, place it on probation, suspend its registration for a period of time, or revoke its registration.

Special events, such as dances, parties, plays, musicals, contests, conventions, activities, and lectures, are covered by this procedure.

### *Section C. Bulletin Boards*

Notices may be posted on bulletin boards and kiosks outside Chicago Circle Center as desired; said posters must be dated so that provision can be made for their removal. See Chicago Circle Center regulations for rules pertaining to bulletin boards in the Center.

### *Section D. Demonstrations*

Students who demonstrate or gather in assemblies on University premises must do so in a peaceful and orderly fashion. Such activity should not invade the rights of others, interfere with operations of the University, or place in jeopardy the public order and safety. The following conditions must be met:

1. Automobile and pedestrian traffic must not be obstructed.
2. Entrances to buildings and driveways must not be blocked.
3. There shall be no noise-making activity that disturbs classes or any other scheduled event.
4. There shall be no harrassing of or other interference with the activities of passersby.
5. There shall be no damage to property, including lawns and shrubs, or littering of premises with signs, leaflets, refuse, or other materials.

### *Section E. Distribution of Printed Material*

Printed material may be distributed under these conditions:

1. Individual students or student groups responsible for distribution of printed material must furnish Chicago Circle student identification upon request. The material to be distributed must bear the name of the issuing person or registered organization.



2. On campus. Distribution on campus and at outdoor events is permitted as long as there is no littering or no interference with a meeting or an event.
3. Inside buildings. Distribution of printed materials is limited to the entrance foyers of buildings and is permitted under the same provisions as stated above.

## **Part VI: General Regulations for Student Publications**

Student publications at Chicago Circle (other than newspapers that are independent and self-supporting and publications under the jurisdiction of the Chicago Circle Center Board) are classified as student organizations.

## **Part VII: Warning, Probation, and Withdrawal of Registration**

Organizations that fail to comply with this code or with University regulations are subject to action by the Student Judiciary Committee as referred by the Committee on Student Affairs. This action may entail warning, probation, or withdrawal of registration. Before action is taken, the CSA will consult with the officers of the organization.

### *Section A. Warning*

Warning shall consist of a written reprimand in which the organization shall be informed that any new incident may result in the imposition of probationary status or withdrawal of registration.

### *Section B. Probation*

Probation may be for one, two, or three terms and shall consist of withdrawal of the privilege to sponsor any public event on campus, that is, any event at which persons other than the members of the organization are in attendance. The privilege of reserving booths is also withdrawn. The organization shall be informed that any new incident during the probationary period may result in withdrawal of registration.

### *Section C. Withdrawal of Registration*

Withdrawal of registration consists of removal of the organization's name from the list of registered organizations. This removal, of course, results in the denial of all privileges granted to registered organizations. The period of withdrawal may be for one, two, three, or four terms. An organization may reregister at the end of the period of withdrawal.

Once outstanding bills have been paid, the SOF account of the organization shall be closed and money accumulated through the collection of dues or from activities not involving the use of University facilities shall be returned to the listed financial officer of the organization.

SAF funds and any funds generated as a result of an SAF allocation or through use of University facilities shall have their disposition determined by SAFC. In the case of Student Government, the disposition of all money, whatever its source, shall be determined by SAFC.



At the request of any student or organization, the CSA will hold hearings and appeals with respect to clarification, alteration, or interpretation of rules or regulations governing the activities of student organizations, particularly as they are governed by this code. Such appeals may be forwarded through the dean of Student Affairs to the CSA. A request for an appeal or a hearing should include facts and details and, if possible, a suggested solution to the problem.

At the request of any student or organization, the Student Judiciary Committee will hold hearings and appeals with respect to the activities of any student organization, particularly as they are governed by this code when violations are alleged. Such appeals may be forwarded through the dean of Student Affairs to the Student Judiciary Committee. A request for a hearing or an appeal should include facts and details and, if possible, a suggested solution to the problem.

## **Student Activities Funding Committee**

The Student Activities Funding Committee (SAFC) consists of twelve student members, six faculty members, and two ex officio administrative staff members. It is advisory to the Chancellor and is responsible for recommending allocations of funds to student organizations for operating expenses and for such programs as motion pictures, lectures, or musical performances. Every program must be open to all UICC students, faculty, and staff.

Program proposals may be submitted by any student, faculty member, or staff member to the SAFC for consideration for funding. For information on the SAFC general guidelines and restrictions on funding, the procedures for submitting proposals for funding, the SAFC meeting schedule, and the SAFC membership opportunities, visit or call Activities Services, 300 CCC, Ext. 2645, or the Office of Organizations and Activities, 712 CCC, Ext. 4500.

## **Student Conduct and Discipline**

The governance system established in the *University Statutes* by the Board of Trustees in 1931 and reaffirmed in 1957 provides that the Senate Student Judiciary Committee shall have jurisdiction over the hearing and adjudication of the application of rules of student conduct to particular cases. Such jurisdiction does not include any right or responsibility with respect to the making of rules or regulations. Nor, in particular, does it affect in any way the responsibility of the Chancellors to exercise powers to meet an emergency, safeguard persons and property, and maintain educational activities. Such powers include interim suspension, if necessary, subject to prompt hearing.

The following were approved by the Board of Trustees at their January 19, 1972, meeting.

1. Responsibility for monitoring the relationship between the Senate committees' adjudication of conduct rules and the operation of the entire conduct-control system on each campus resides with the Chancellor. Beginning in 1972, each Chancellor shall report annually to the President in July concerning the operation of the conduct-control system for the preceding academic year at his campus and shall assess the general state of conduct governance.

2. The President shall review the annual reports of the Chancellors, shall consult with the Chancellors in developing any recommendations for changes, and shall present an annual report to the Board of Trustees in September concerning the operations of the system during the preceding academic year and any recommendations for change for the ensuing year.
3. The University discipline system shall be separate from general systems established by society to deal with the conduct of citizens of society. The existence of a University system does not constitute for anyone connected with the University any substitute for, or immunity from, compliance with requirements of law and law enforcement. Likewise, the operations of law enforcement shall not relieve the University system of responsibility for imposing sanctions for conduct inimical to the University institution or its members.
4. Responsibility for making or defining rules of conduct does not lie with campus judicial, adjudicatory, or hearing committees or bodies; those bodies do not have latitude to fail or refuse to adjudicate rules that they do not favor or would not adopt if they had the power of legislation. Adjudicatory processes and the processes of rule-making must be separate.

The University may at any time exclude or impose conduct probation on a student whose conduct is considered to be undesirable and/or not in the best interest of the University community. Generally, undesirable conduct may consist of one, or a combination of several, of the following:

1. Disruptions of normal and necessary academic, administrative, and extracurricular functions of the University.
2. Conduct that prevents, seriously limits, or creates hazards for the regular University activities of students, faculty, and staff, *including, but not limited to, disruption of elevator service, access to classes and University facilities, and all other scheduled University or University-approved events.*
3. Violations of national, state, or city laws on campus or at University functions.
4. Withholding information or giving false information on an application for admission, readmission, or registration. Such action may result in ineligibility for admission to the University or be cause for dismissal.
5. Failure of the student to respond to requests from University officials for a conference on matters pertaining to his status in the University, *including, but not limited to, failure to respond to mail and telephone messages.*
6. Violations of University rules on the use of intoxicants (see *Student Code*, Part V, Section A, Item 1).
7. Violations of regulations on demonstrations, picketing, and distribution of mimeographed and printed materials (see *Student Code*, Part V, Section D, E).
8. Alteration or mutilation of an official University document or permission for the use thereof by an unauthorized person; ID cards, course-program cards, change slips, receipts, transcripts of credit, and like documents are official documents.

9. Violations of regulations established for student organizations (including financial regulations and student election regulations).
10. Academic irregularities (see *Disciplinary and Hearing Procedures*, Article V).

## Disciplinary and Hearing Procedures<sup>1</sup>

### Article I. Purpose of Disciplinary Procedures

Disciplinary procedures at the University of Illinois at Chicago Circle are designed to:

1. Ensure that the educational processes may be carried on in a manner that will enable all members of the academic community to function appropriately.
2. Encourage acceptance of University regulations and policies that are designed to achieve the above goal.
3. Provide means for the student who might find himself charged with violation of such regulations to receive expeditious, fair, and just hearings.
4. Provide an educational rather than a punitive approach toward violations of regulations, in the hope of reestablishing the student in violation as a functioning and self-disciplined member of the academic community.

In some cases dismissal from the University may be necessary within the above framework. Dismissal would occur only after full consideration is given to the facts and circumstances surrounding the case and when, on the basis of such consideration, it is judged by the appropriate committees that the educational mission of the University is impaired or that the rights and welfare of others in the University community are abridged.

### Article II. Statutory Basis of Disciplinary Procedures

Section 6, paragraph (h), and Section 16, paragraph (k), of the *University of Illinois Statutes* provide that:

(6, [h]) "Each Senate shall elect a Committee on Student Discipline which shall appoint one or more subcommittees on which, unless the Senate determines otherwise, there shall be voting student representatives. These subcommittees shall have original jurisdiction to hear and render decisions in all disciplinary cases, unless the Senate Committee determines to exercise original jurisdiction. The decision of a subcommittee not appealed to the Committee shall be final. The Committee on Student Discipline shall hear and take action for the Senate in cases in which it exercises original jurisdiction and in cases appealed to it from its subcommittees. The Committee shall formulate and adopt, after consultation with the Legal Counsel, disciplinary and hearing procedures, which shall be followed in all undergraduate student disciplinary proceedings. In hearing and deciding any appeal, the Committee may conduct a hearing de novo, or may act solely from the record in the case before the subcommittee, as the Committee, in its discretion, may determine."

(16, [k]) "Student discipline for graduate students shall be administered by the Committee on Discipline of the Urbana-Champaign Senate or of the Chicago Professional Colleges Senate, in accordance with the provisions of Section 6, paragraph (h). Each Senate Committee on Discipline shall, after consulting with the Dean of the Graduate College, appoint a subcommittee on discipline for graduate students. The appropriate Senate Committee on Discipline shall hear and decide cases appealed to it from its subcommittees. The provisions of Section 6, paragraph (h), relative to the formulation

1. Approved June 16, 1969, by the Chicago Circle Senate Committee on Student Discipline.

of procedures and original and appellate jurisdiction of the Senate Committee, shall apply to disciplinary cases hereunder."

### Article III. An Overview of Disciplinary Procedures

Charges against a student will be examined in the first instance by a referral committee that may recommend dismissal of the charges, administrative disposition (subject to the student accepting such a procedure), or a full review. In the latter event, a hearing panel will ordinarily be formed to receive evidence, to hear witnesses and arguments, and to make findings. The student may bring with him an adviser or counsel. After full consideration, the hearing panel will reach a decision. It may find the charges unsubstantiated, may dismiss them for want of evidence, or may confirm them and decide on what disciplinary action should be taken. The student or the University official who signed the charges may appeal the decision to the Student Judiciary Committee.

### Article IV. Disciplinary Structure

Section 1. The Student Judiciary Committee. The committee is composed of four faculty members elected by the Senate and eight student members, seven elected by the Student Government and one appointed by the Graduate Students Association or like organization.

The committee's powers and responsibilities are defined in the *University Statutes*. (See Article II above.)

After consultation with the dean of Student Affairs, the committee shall appoint a secretary to serve at its pleasure from among the assistant deans in his office. The secretary shall receive and have custody of all committee records and shall send notices, keep minutes of the committee, perform the functions specified in these disciplinary procedures, and carry out any other duties assigned him by the committee.

Section 2. The Subcommittee on Student Discipline. The Senate committee shall appoint a subcommittee composed of eight undergraduate and seven graduate students and twelve full-time faculty members.

To be eligible, an undergraduate must be in good standing and be registered for a minimum of 12 quarter hours; a graduate student must be in good standing and registered for a minimum of 12 quarter hours, or if he holds a half-time teaching or research appointment, 6 quarter hours. They shall be selected by October 1 of each year at random by computer from the entire student body. The director of Admissions and Records shall prepare for the committee's use two such lists of eligible students, one of undergraduate and one of graduate students. Following the order of each list, the secretary shall immediately inform each student by letter of his selection to the subcommittee, explain the duties and responsibilities of subcommittee membership, and request that he indicate his willingness to serve by signing a letter of acceptance and returning it within three days. If the student declines to serve or fails to respond, his name will be struck from the list and the next student on the list will be asked to serve. Each list shall be retained for filling any vacancies that may occur during the year.

Faculty members shall be selected in the following manner: the executive committee of each college shall nominate three members from its faculty, none with administrative responsibilities, with at least one of the nominees being a member of the Graduate College, and submit the names to the secretary by October 1 of each year. The Student Judiciary Committee shall appoint twelve of these nominees to the subcommittee, at least six of whom shall be members of the Graduate College and at least two of whom shall be members of the College of Liberal Arts and Sciences. Each of the other colleges and schools shall be entitled to at least one member. The committee shall designate one of the faculty members to serve as chairman of the subcommittee.



Student members shall serve one-year terms commencing on or about October 15 of each year and shall continue in office until their successors have qualified to serve. Faculty members shall be appointed for staggered terms of three years.

Section 3. Referral Committee. A referral committee shall be established to review all charges brought before the Senate committee. It shall consist of the chairman of the Student Judiciary Committee, who shall also serve as chairman of the referral committee, the dean of Student Affairs, and a student elected for this purpose by the student members of the subcommittee from among the members of that body.

Section 4. Hearing Panels. The chairman of the subcommittee shall appoint from its membership hearing panels of seven members (three faculty members, one of whom he shall designate as chairman, and four students) to hear cases as they come forward from the referral committee. He shall also appoint three alternates (one faculty member and two students) to each panel.

Where a case involves a graduate student, the hearing panel shall include graduate students and faculty members with graduate faculty standing, and the panel shall be appointed in consultation with the dean of the Graduate College. Where a case involves an undergraduate, the hearing panel shall include undergraduates.

## Article V. Academic Irregularities

Section 1. Gross academic irregularities, of such nature as to warrant suspension or dismissal, or such repetition of minor irregularities as to justify similar penalties, will be reported by the person having knowledge of such irregularities to the head or chairman of the department and, through him, to the dean of the college. If he concurs that such a penalty is warranted, he shall sign and submit charges to the referral committee, as set forth in Article VI, Section 2.

Section 2. All academic irregularities not warranting suspension or dismissal shall be handled internally by the department or equivalent unit within which the violation occurred in accordance with rules adopted by the department or unit.

Section 3. Any penalty imposed pursuant to Section 2 of this article may be appealed to the dean of the college or head of the independent academic unit concerned. Such appeal must be in writing and must be received by the dean of the college within seven days after notice is given the student of the imposition of such penalty.

Section 4. Each college or other independent unit may adopt such other rules consistent herewith that may be necessary or desirable to effect proper handling of academic irregularities.

## Article VI. Preferring Disciplinary Charges

Charges may be brought in one of two ways:

1. Reports of irregular conduct by a student for alleged violation of a University regulation may come from a student, a University employee, or a member of the general public. A report does not constitute a charge or charges, but calls attention to a situation requiring investigation. The report shall be filed, preferably in writing, with the secretary of the Senate committee, who shall send a copy of the transcript of the oral report to the student concerned. If the student desires, he may file a written reply within three days after receipt of the complaint. If it is appropriate, the secretary shall obtain all available information relevant to the complaint and draw up and sign the charges. He shall then submit the charges, together with the complete file and list of available evidence, to the referral committee.

2. Charges may also be brought directly to the referral committee by a director or head of a unit acting on his own behalf or on behalf of an employee who is not a faculty member or by a dean or director of a college, school, or institute on behalf of a member of the faculty. In such cases, the dean, director, or head shall sign and submit the charges, together with the complete file and list of available evidence, to the referral committee.



When a student against whom a report has been filed or against whom charges are pending wishes to withdraw from the University, a note of pending disciplinary charges will be entered into his ledger and will be part of his transcript. He shall, however, be allowed to submit to hearings before completion of the withdrawal procedure and have the note of pending charges removed or modified according to the decision of the hearing panel or, on appeal, of the Senate Student Judiciary Committee.

Not more than 15 class days may elapse between the receipt of the report and the submission of the charges to the referral committee.

#### Article VIII. Waiver of Hearing

Within five days of receiving notification of charges, the student may waive his right to a hearing in order to accept administrative discipline. The procedure is as follows:

- a. The student shall inform the dean of Student Affairs, either personally or through counsel, of his wish to waive a hearing. The dean shall then arrange a meeting with the student to inform him of the disciplinary action that will be recommended. If the student chooses to be accompanied by counsel, the campus Legal Counsel shall be present to advise the dean.
- b. If the student persists in his willingness to waive a hearing and accept the proposed disciplinary action, the dean shall so advise the other two members of the referral committee. If they concur in his recommendation, the student shall be notified in writing of the disciplinary action that has been taken against him. The dean shall notify the chairman of the Senate committee of the disposition of the case, and the chairman shall then halt any pending proceedings. If one of the members of the referral committee does not concur in the dean's recommendation, the waiver proceedings shall be halted and the case shall be returned to the normal disciplinary channels at the same stage that it had when the waiver request was received.

#### Article VII. Referral Procedure

Section 1. The secretary shall convene the referral committee within five days of the submission of charges. The committee shall meet in closed session and shall make decisions solely on the basis of the written charges and the description of the available evidence.

Section 2. The committee shall, by majority vote, make one of the following decisions:

- a. That the charges are serious enough and well enough supported to justify convening a hearing panel.
- b. That the charges, though serious enough, should be returned for further information. The charges then may be resubmitted within ten class days.
- c. That the charges are minor and should be referred for administrative action. However, the student may reject this recommendation and insist instead on a panel hearing.
- d. That the charges be dismissed because they are wholly unsupported.

Section 3. The committee's decision shall be reported in writing by the secretary to the student, to the University official who signed the charges, and to the person who submitted the complaint. When the committee has approved further proceedings, the student shall receive a copy of the charges and of the *Disciplinary and Hearing Procedures*, and shall be informed of the availability of the waiver procedures described in Article VII.

Section 4. Since it is essential that the committee act promptly, the dean of Student Affairs may be represented by one or several of his assistants whose names have been previously registered with the secretary. The chairman may be represented by the vice-chairman or in an emergency situation by any available member of the Senate committee. The student member may be represented by another student member of the subcommittee whose name has been previously registered with the secretary.

## Article IX. Hearings

Section 1. The secretary, in consultation with the chairman of the subcommittee, shall schedule the hearing. The hearing shall be not less than five class days and not more than fifteen class days from the issuance of the notice to appear. The notice shall be sent to students charged indicating the date, place, and time of the hearing. The notice will be sent by certified or registered mail with return receipt requested to the latest address as shown on the University records, or it may be given to the student in person.

Section 2. The notice shall indicate that the student must appear in person and that failure to do so shall result in suspension from the University. Refusal to accept the notice shall also lead to automatic indefinite suspension. A student so suspended may petition the Senate committee for a hearing on the suspension. The committee may remove the suspension and direct the secretary to schedule the hearing in accordance with Section 1 above.

Section 3. The student or his counsel may request a continuance not less than five days before the scheduled hearing. The request shall be directed to the secretary and, if reasonable, shall be granted by the chairman in consultation with at least three members of the Senate committee. Neither the chairman of the subcommittee nor the chairman of the hearing panel is authorized to grant a continuance.

Section 4. The hearing shall be closed unless the student requests an open hearing at least five days in advance. In such case, the hearings shall be open to members of the University community, the press, and the next of kin of the charged student(s). The room selected for an open hearing shall allow a reasonable number of spectators to attend and shall be determined by the chairman of the hearing. However, the chairman of the hearing panel may at any time declare a part or all of the hearing closed or impose limited attendance at any time when it is necessary for the protection of a witness. If necessary, he may direct University security officers to clear the room.

Section 5. A record of the hearing shall be kept, consisting of a digest and tape recording. In exceptional cases, the Senate committee may authorize the preparation of a transcript. Audio and visual recording or transmission equipment shall be used only for the purpose of preparing the official record.

Section 6. The chairman of the hearing panel shall enjoy all the rights and privileges of membership on the panel. In addition, he shall acquaint himself with and instruct his colleagues in the hearing procedures; preside at the hearing and decide all matters of procedure; call the hearing to order, and ascertain the presence of a quorum of panel members, the presence of the University official bringing charges, and the presence of the student (and counsel); insure that a record of the hearing is prepared; rule on the acceptability of evidence, questions, suggestions, and objections; declare recesses, adjournments, and executive sessions of the hearing panel; call and recall witnesses; report absences of charged students, witnesses, and panel members to the chairman of the Senate committee; maintain orderly procedures; report to the secretary for disciplinary action students who disrupt the hearing; report to the Chancellor, with the consent of Senate committee, any faculty member or University employee who disrupts the hearing and individuals who are not members of the University community and who disrupt the hearing; and report in writing to the secretary the panel's decisions on each charge, on the disciplinary sanctions (if any) imposed, and on the number of votes cast by the panel for and against each charge.

The chairman may request the campus Legal Counsel to attend meetings of the hearing panel, and may as last resort order University security officers to identify and remove disruptive spectators.

Section 7. The panel shall hear cases brought before it in the manner outlined in Section 10 below. It shall discuss each case in executive session as soon as possible, but not later than 24 hours, after the conclusion of the hearing. It shall rule separately on each point of the charges in secret balloting, a majority of affirmative votes being necessary to declare a charge proven. The chairman shall announce the results of the voting. The panel shall then discuss the disciplinary action that might be taken, fol-

lowing which each member of the panel shall recommend by secret ballot the disciplinary action that he considers appropriate. If no majority is reached, all recommendations shall be tabulated and panel members shall then cast a secret yes or no ballot on each recommendation in descending order of severity until a majority of yes votes is obtained.

The penalties that the panel may impose include but are not restricted to:

a. *A warning* is issued in the form of a letter to the student. Its purpose is to make him aware of the incompatibility of his behavior with the Student Code and with other University regulations. It shall be used for minor transgressions, particularly when there is good reason to believe that the student was not fully aware of the nature or implications of his actions.

b. *A reprimand* is a formal censure of the student's actions and is issued in the form of a letter.

c. *Disciplinary probation* imposes certain requirements on the student for a specified time. For example, the terms of the probation may require the student to report regularly to a member of the administration or faculty, restrict his participation in nonacademic student activities, or impose other appropriate conditions. The panel shall name the person charged with supervising the terms of the probation and shall specify how compliance shall be verified. Should the student violate the terms of his probation, the panel shall meet and specify further disciplinary action.

d. *Suspension* deprives the student of all of the rights and privileges of membership in the University community for a specified period of time, including those of attending classes, taking examinations, and participating in University-sponsored activities. Normally, the student shall automatically be permitted to register for the next quarter.

e. *Dismissal* provides for the expulsion of the student from the University. The panel may specify a period after which the student will be entitled to apply for readmission.

The secretary shall inform the student by letter of the panel's decisions. He shall file copies with the director of Admissions and Records, who will enter a notation of the disciplinary action on the student's ledger, and with the dean of Student Affairs. However, only disciplinary probation, suspension, or dismissal shall appear on the student's official transcript and only then if the transcript is requested during the time when the disciplinary action is in effect.

Section 8. Each member of the panel shall have the right to ask questions of the University representative presenting the charges, the student, counsel for the student or the University, and witnesses; to make suggestions to the chairman concerning such matters as declaring recesses or adjournments, setting the order of calling witnesses, and any other procedural matters not fixed by the written rules; and to submit a minority report to the chairman of the Senate committee at the conclusion of the hearing if he considers that the panel chairman violated the proper rules of procedure.

Section 9. A student facing charges before a hearing panel shall have the right to have an adviser or counselor of his choice appear with him if he notifies the secretary in writing at least five days before the date of the hearing of his intention to have such a person and identifies the person by name. He shall also be entitled to hear and examine the evidence against him, suggest questions that should be put to witnesses testifying against him, and present evidence in his defense through witnesses or affidavits. A student may directly question witnesses presented by himself.

Section 10. The order of hearings is as follows:

a. The chairman shall open the hearing. If the student fails to appear, the chairman shall declare him suspended and adjourn the meeting.

b. The University official who signed the charges, or his representative, shall make an opening statement.

c. The student or his counsel may make a statement in response. If he prefers, the student may postpone his statement until the evidence against him has been presented.

- d. The University official who signed the charges or his representative shall present the evidence in support of the charges. It may take the form of witnesses, affidavits, written reports and memoranda, or objects related to the incidents.
- e. The student or his counsel shall present evidence. It may take the form described above.
- f. The student or his counsel and the University official who signed the charges or his representative may make closing statements.
- g. The panel shall go into executive session.

At the conclusion of each statement or of the presentation of each witness, the chairman shall ask for questions from the panel. If contradictory statements are obtained, the chairman may at any time, either on his own initiative or at the suggestion of a member of the panel, the student, or the official bringing the charges, recall a previous witness for further questioning.

Section 11. There shall be no public disclosure of the proceedings by any member of the panel.

Section 12. When a number of students are charged with offenses growing out of mass defiance of University regulations, the following special procedures will be followed in the interests of ensuring that all cases be disposed of expeditiously.

- a. The Senate committee may authorize the formation of emergency five-man hearing panels consisting of two members of the faculty, one of whom shall be designated as chairman, and three students.
- b. Hearings shall be conducted simultaneously for all students charged with offenses growing out of a common occurrence, such as a riot, a violent demonstration, or a disruptive confrontation. The testimony of those witnesses who can testify as to the common occurrence shall be presented first. The testimony of witnesses who can testify only as to a specific incident or as to the involvement of specific individuals shall be reserved for later presentation. All of the University evidence shall be presented before any defense evidence is heard. The order of defense evidence, if it cannot be agreed upon by the defendants and/or their counsel, shall be determined by the panel chairman. However, the defendants shall present all the evidence that may be given by a particular witness at the time that he first appears, and no defendant shall be permitted to recall a witness except to rebut testimony received after that witness appeared.
- c. The panel chairman shall grant an individual a separate hearing only in the most exceptional cases.
- d. Except where expressly provided herein to the contrary, all other procedures of Article VIII apply.

## Article X. Appeals

Section 1. Either a student against whom discipline is imposed or the University may appeal the decision of the hearing panel to the Senate committee. The appellant shall file his (its) petition with the secretary within ten calendar days after the date of the notice of the panel's decision. The petition shall contain a brief statement indicating the reasons for the request.

Section 2. The committee shall accept a petition for review if four of its members concur. The committee may limit its review to the written record or it may call for oral argument on some or all of the issues raised in the petition. If oral argument is scheduled, the petitioner may appear alone, with an adviser, or with counsel if he informs the secretary in writing of the name of his adviser or counsel at least five days before the hearing. If he is represented by counsel, the University may also be represented by counsel. The committee may grant a hearing de novo. In general, such a hearing will be held only when there appears to be uncertainty about the facts in the case. De novo hearings shall be conducted by the committee itself, but otherwise follow the procedures provided in Article IX above.



Section 3. The committee shall make its decision by majority vote in secret ballot. A quorum shall consist of five members.

Section 4. The secretary shall notify the petitioner of the committee's decision by registered mail. He shall send copies of the notification to the dean of Student Affairs, to the director of Admissions and Records, and to the chairman of the hearing panel for their information and/or appropriate action.

## Article XI. Appeals from Decisions of the Office of Admissions and Records

Section 1. A student whose admission to the University is denied or made conditional by the Office of Admissions and Records solely on disciplinary grounds may petition the Senate committee for a reconsideration. He shall file his petition with the secretary within fourteen days of being notified of the decision concerning his admission. His petition shall consist of a written statement of the reasons why he believes that the decision should be amended or reversed.

Section 2. The Office of Admissions and Records shall transmit to the committee, through the secretary, the complete administrative record concerning the student, including the application for admission, transcripts, correspondence, memoranda of interviews with the student, and all similar evidence, and a short statement explaining the reasons for the decision on the student's admission.

Section 3. The committee shall first consider the petition and the administrative record. If appropriate, the committee may invite the student and a representative of the Office of Admissions and Records to appear before it. The student may be accompanied by an adviser or counsel if he notifies the secretary to that effect in writing and submits the name of his adviser or counsel at least five days in advance of the hearing. In that case, a legal counsel for the University shall advise the committee at the hearing. The student or his counsel may present oral argument, but they shall not be entitled to call or cross-examine witnesses. The committee may question the student and the representative of the Office of Admissions and Records.

Section 4. The committee may uphold, amend, or reverse the administrative decision. The secretary shall notify the student in writing of the committee's decision and shall send a copy of the notification to the director of the Office of Admissions and Records.

## Article XII. Interim Suspension Procedure

Section 1. In emergency circumstances, the Chancellor, his designated representative, or the dean of Student Affairs may order the interim suspension of a student. They may do so when, in their judgment, they conclude that a student should be immediately removed from the campus for his own protection, for the protection of others, for the protection of University property, or in order to maintain the normal operation of the University. If possible, they shall consult with three academic deans before taking such action. A written notice of the interim suspension shall be delivered to the student and shall advise him that a hearing will be scheduled as soon as possible. Failure to absent himself from the campus, except for the purpose of attending the hearing, shall result in his automatic dismissal from the University.

Section 2. The suspending official shall submit written charges to the secretary, the chairman of the Senate committee shall convene a hearing panel, and a hearing shall be scheduled within seven calendar days of the student's being notified of his interim suspension.

Section 3. The suspended student shall receive written charges within three calendar days of his suspension, together with a summons to appear at the hearing. Failure to serve the charges and summons within the three-day limit shall automatically terminate the interim suspension. Sufficient service of the charges and summons shall be made by leaving a copy at the address shown on the student's official University record.



Section 4. The chairman of the Senate committee shall have the power to grant a continuance under the usual conditions provided for in these disciplinary procedures. In such a case, he shall also determine whether the interim suspension shall remain in effect until the hearing procedures have been completed.

### Article XIII. Changes in Disciplinary Procedures

A two-thirds majority of the members of the Senate committee present and voting may amend any of these disciplinary procedures, provided the quorum at such a meeting is six. Such amendments shall become effective as soon as they are communicated to the Senate, but they shall not apply to cases in which charges have already been filed.

## Statement of Board of Trustees Concerning Disruptive and Coercive Action

In light of the University's experience in the area of student conduct and discipline over the past years it appears desirable to clarify and restate certain guiding principles. The Trustees take this occasion to reaffirm their September 18, 1968, statement:

In view of previous actions of the Trustees and the University administration, there can be no uncertainty, within the University community or outside of it, that the Board of Trustees considers acts of violence, disruption, and interference with the rights of others to be wholly antagonistic to the spirit and purpose of the University of Illinois. Such actions constitute unacceptable behavior on the part of any University student or member of the faculty and staff. It is equally true that the principle of due process and the maintenance of procedures guaranteeing equitable treatment for all who are charged with such behavior are constitutional precepts by which this University must continue to be operated.

The Trustees do not expect on the one hand that illegal acts will be tolerated; neither on the other hand do they expect that those who are accused of such acts will receive capricious judgment.

The Trustees call upon all members of the academic community to join with them in a concerted effort to preserve the University from those who are committed to or are willing to participate in its disruption. At its January 15, 1969, meeting, the board approved the following statement, previously adopted by the Urbana-Champaign Senate Committee on Student Discipline:

When through the disciplinary process, a student is found to have knowingly engaged in a disruptive or coercive action, including knowing participation in a disruptive or coercive demonstration, the penalty will be dismissal or, upon a finding that substantial mitigating circumstances exist, suspended dismissal. A demonstration is disruptive or coercive if it interferes with the rights of others, or takes place on premises or at times where students are not authorized to be. There is no requirement that University authorities specifically order students to cease participation in a disruptive or coercive demonstration.

To provide further clarification of the University's expectations from its students, and to further define conduct which the Trustees view as constituting the "disruptive or coercive action" described in the January 1969 statement, the following interpretations, to be designated as "Rules of Conduct Applicable to All Students Concerning Disruptive or Coercive Action," are effective immediately:

A student enrolling in the University of Illinois assumes an obligation to conduct himself in a manner compatible with the University's function as an educational institution and suitable to a member of an academic community. Conduct for which students are subject to discipline or expulsion includes, without limitation, knowingly engaging in a disruptive or coercive action. Disruptive or coercive action includes the following:

1. Participation in a disruptive or coercive demonstration. A demonstration is disruptive or coercive if it substantially impedes University operations, or substantially interferes with the rights of others, or takes place on premises or at times where students are not authorized to be. There is no requirement that University authorities order students to cease participation in a disruptive or coercive demonstration.
2. The use of force or violence, actual or threatened, to willfully deny, impede, obstruct, impair or interfere with:
  - a. The freedom of movement of any member or guest of the University on property or facilities owned or controlled by the University; or
  - b. The use of the property or facilities owned or controlled by the University; or
  - c. Ingress or egress to the property or facilities owned or controlled by the University; or
  - d. The performance of institutional duties by a member of the University.The use of force or violence, actual or threatened, to knowingly occupy or remain in or at any property or facility owned or controlled by the University after receiving due notice to depart.
3. Unauthorized entry to or use of property or facilities owned or controlled by the University.
4. Physical abuse of any person on or at property or facilities owned or controlled by the University or in the course of a University activity.
5. Conduct which threatens or endangers the health or safety of any person or creates in such person a reasonable fear that actual abuse is likely to follow.
6. Theft or defacement of or damage to property or facilities owned or controlled by the University or by a member or guest of the University.
7. Failure to comply with directions of member or agent of the University acting in the performance of his duty.
8. Any conduct which substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University or any conduct on University property or in connection with a University activity which invades the rights of others.
9. Inciting, aiding, or encouraging others to engage in a disruptive or coercive action.

When, through the disciplinary process, a student is found to have knowingly engaged in a disruptive or coercive action, as above defined, the penalty will be dismissal or, upon a finding that substantial mitigating circumstances exist, suspended dismissal. The Chancellors, in consultation with the President, are expected to institute and implement the necessary procedures for referral of appropriate cases to the disciplinary process.

The Trustees also reaffirm their expectations that the Chancellors of the individual campuses, in consultation with the President, will place into effect other regulations, procedures, or measures deemed necessary or appropriate to meet an emergency, to safeguard persons and property, and to maintain educational activities. Examples of emergency measures include the imposition of curfew or other crowd-control measures and the imposition of interim suspension upon any student where there is reasonable cause to believe he has engaged in any disruptive or coercive act. Those placed on interim suspension shall be given prompt notice of charges and the opportunity of a prompt hearing. It is expected that disciplinary procedures shall be invoked for violation of University or campus regulations, whether or not such violations are also violations of law and whether or not proceedings are or have been pending in the courts involving the same acts.

The Trustees are cognizant of the interim "hearing officer" procedure now being utilized by the Urbana-Champaign Senate Committee on Student Discipline and the discussions of procedural changes going forward on all campuses. The Trustees have a continuing interest in the development of innovative methods to guarantee the due process and equitable treatment principles enunciated in the prior statement of the Trustees. At the same time, the Trustees are concerned that the disciplinary process operate efficiently and effectively. Accordingly, the Trustees request the Committees and the administration to report, not later than the October 1970 Board meeting, concerning the efficacy of the interim "hearing officer" and other procedures.

August 12, 1970

# Campus Services Directory

This directory has been compiled to provide a quick reference to sources of information for answering many of the questions that students have. It is alphabetically arranged with resources indicated by abbreviations following the particular listing. The key located at the end of the directory should be consulted for complete office names, locations, and telephone numbers.

*If satisfaction is not obtained through these listings, consult a Student Affairs dean.*

**Person  
or  
Problem or Information or Assistance Regarding . . . . . Office**

Absences  
    class absence of 3 or more days . . . . . SA  
    from examinations . . . . . Instructor

Academic advisement. See Academic program.

Academic honorary societies  
    Alpha Lambda Delta (Women) . . . . . HP, SA  
    Phi Eta Sigma (Men) . . . . . HP, SA  
    Phi Kappa Phi (consult L. Schultheiss, 1-290 LIB, Ext. 2716) . . . HP

Academic problems . . . . . Instructor, CO, SA

Academic program  
    advisement—general . . . . . CO, DO  
    advisement in major . . . . . DO  
    approval to register for extra hours . . . . . CO

Accidental injury . . . . . HS, POL

Activity Center (only for registered organizations and CCC Activities Services Committees)—addressographing, duplicating, cutting postal meter stencils . . . . . AC

Activity sponsorship—assistance in forming committee or group to sponsor activity or event . . . . . ACS

To add a course. See Courses. . . . . CO, DO

Additional quarter hours, approval to register for . . . . . CO

Address, to report change of . . . . . OAR-R

Addressograph facilities—only for registered organizations and Activity Services committees . . . . . AC

Admission and readmission, applications for . . . . .	OAR-R
Advanced standing—transcript evaluation for acceptable credit hours from other colleges and universities attended . . . . .	OAR-R
Applications	
graduate . . . . .	OAR-A, DO, CO
undergraduate . . . . .	OAR-A
Attendance verification or certification, as required by outside agencies . . . . .	OAR-R
Books—textbooks (new, used) and other books . . . . .	BK
Career planning	
career counseling . . . . .	PS, CS
career library . . . . .	PS, CS
placement assistance . . . . .	PS
vocational interest and aptitude testing . . . . .	CS
Car pools . . . . .	AS
Charter flights (overseas) . . . . .	AS
Check-cashing . . . . .	CW
Chicago Circle Center (student center) . . . . .	CCC
College change or transfer (within UICC) . . . . .	CO
Composition skills, assistance with . . . . .	ERC
Concurrent enrollment at another university or college, approval for . . . . .	CO
Correspondence courses, approval for registration in . . . . .	CO
Counseling (personal, emotional, educational, career development, and others) . . . . .	CS, HS
Courses	
to add (LAS, Graduate College, and business administration students, see department office) . . . . .	CO
correspondence, approval for registration in . . . . .	CO
to drop (LAS, Graduate College, and business administration students, see department office) . . . . .	CO
extra number of quarter hours, permission to register for . . . . .	CO
graduate, undergraduate enrollment in . . . . .	DO
honors sections . . . . .	HP



interdisciplinary (CC 299—Contemporary Topics) . . . . .	HP
recorded materials for . . . . .	AIS
registration requiring consent of instructor . . . . .	DO
to repeat, permission . . . . .	CO
section changes (LAS, Graduate College, and business administration students, see department office) . . . . .	CO
student-initiated . . . . .	DO
Crafts (workshop and instruction in wood, leather, metal, ceramics, graphics, painting, photography) . . . . .	CRW
Curriculum changes . . . . .	CO
Day care services . . . . .	ChC, PC
Degree requirements, periodic check of fulfillment of . . . . .	CO
To drop a course. See Courses. . . . .	CO, DO
Drop rules . . . . .	CO
Dual Enrollment Program . . . . .	DEP
Educational Assistance Program . . . . .	EAP
Emergency bulletins . . . . .	COM, TV
Emergencies, medical . . . . .	HS, POL
Employment, student (part time and/or temporary) . . . . .	SE
Employment, permanent (for those who have graduated or are in their last year) . . . . .	PS
Events, planning of and assistance with . . . . .	ACS, OA
Examinations, absence from . . . . .	Instructor
Family problems—counseling and assistance . . . . .	HS, CS, SA
Fees	
deferment of . . . . .	BO
information and advice . . . . .	OAR-R
Financial assistance	
general financial counseling . . . . .	SA
graduate financial assistance. See Graduate study financial assistance information.	
long-term assistance—information and applications . . . . .	FA
grants (Illinois State Grant and others) . . . . .	FA

loans (University Long-Term Loan, Illinois Guaranteed Loan, National Direct Loan) . . . . .	FA
scholarships . . . . .	FA
work-study . . . . .	FA
short-term assistance (personal loans of \$10 and higher, repayable within a few days or up to 6 weeks; occasional partial tuition loans for short periods.) . . . . .	SA
Foreign students—information and counseling (personal and academic counseling; language testing; English evaluation; evaluation of abilities; employment, financial, and housing assistance; U.S. immigration and naturalization information; legal status; border crossing; extension of stay) . . . . .	FSA
Grade adjudication procedure . . . . .	CO
Grade applications . . . . .	OAR-A, CO, DO
Graduate course registration for undergraduates . . . . .	DO
Graduate study financial assistance information (UICC and elsewhere). . . . .	HP, CO
assistantships . . . . .	DO
fellowships . . . . .	DO
tuition-and-fee waivers . . . . .	DO
Graduate petitions . . . . .	DO
Graduate Traveling Scholar Program (CIC) . . . . .	CO
Grants (including Illinois State Grant and others). See Financial assistance.	
Grievances . . . . .	SA
Gynecology clinic . . . . .	HS
Health Service (accidents, health problems, illness, immunizations, medical emergencies, pregnancy, venereal disease, psychiatric services) . . . . .	HS
Hearing—evaluations and assistance with difficulties arising from hearing loss . . . . .	SHC
Honorary societies. See Academic honorary societies.	
Honors courses . . . . .	HP
Honors Credit Learning Agreements . . . . .	HP

Housing	
assistance in obtaining (apartment, room, and roommate listings) . . . . .	AS-H
counseling on problems in finding and maintaining housing . . . . .	SA
Illinois Guaranteed Loan information. See Financial assistance.	
Illinois State Grant information. See Financial assistance.	
Illness . . . . .	HS
Also see Insurance.	
Immunizations . . . . .	HS
Independent study . . . . .	DO, HP
Information, general . . . . .	SA
Insurance	
good student certification for auto insurance	
discount . . . . .	SA
Hospital-Medical-Surgical information and claims . . . . .	IO
International Student ID Card . . . . .	AS
James Scholar Program—information, eligibility . . . . .	HP
Language Laboratory—information and telephone	
access . . . . .	AIS
Law Enforcement Education Program (grants and loans). See Financial assistance.	
Lockers—information . . . . .	AS-L
Lost and Found . . . . .	LF
Military Officers Education Program . . . . .	MOEP
Mental health . . . . .	CS, HS
Newspapers and magazines . . . . .	SC, MRT, CDY, MN
Notary public (free) . . . . .	SA, CCC-B
Organizations, student	
advice on forming and maintaining organizations . . . . .	OA
list of all registered organizations . . . . .	OA
regulations applying to student organizations . . . . .	OA

Parking information . . . . .	AS-P
Pass-Fail option . . . . .	CO
Personal and emotional problems . . . . .	SA, CS, HS
Placement—job placement for senior and graduate students . . . . .	PS
Placement tests (chemistry, mathematics, language, and others) . . . . .	TS, DO
Police (University) . . . . .	POL
Postage service (stamps, scales, rate charts, etc.) . . . . .	S. wing, grnd. flr., CCC
Pregnancy—testing and counseling . . . . .	HS
Probation rules—academic . . . . .	CO
Proficiency test—English composition . . . . .	TS
Program changes (to add or drop courses). . . . . Also see Courses.	CO, DO
Psychiatric services . . . . .	HS
Psychological counseling . . . . .	CS
Reading improvement (speed, vocabulary development, and other skills) . . . . .	CS
Readmission, application for . . . . .	OAR-S
Recreation facilities (bowling, billiards, swimming, table tennis, handball, weight lifting, exercise equipment, archery, fencing, basketball, volleyball) . . . . .	RD
Registration information . . . . .	OAR-R
To repeat a course, permission . . . . .	CS
Rides or riders wanted . . . . .	AS
Room reservations buildings outside UICC (Ext. 8787) . . . . . CCC (Ext. 2641) . . . . .	CCC-B CCC-B
ROTC. See Military Officers Education Program . . . . .	MOEP
ROTC Law Scholarships, Illinois State. See Financial assistance.	

Scholarship information. See Financial assistance.	
Selective Service . . . . .	SA
Shuttle bus service (between UICC and UIMC) . . . . .	Ext. 2842
Speech problems (diagnosis, correction, voice evaluation) . . . . .	SHC
Stationery and supplies . . . . .	BK, SC, MRT
Student center. See Chicago Circle Center. . . . .	CCC
Study Abroad—programs and opportunities . . . . .	HP, LAS
Study lounge . . . . .	SL
Study skills improvement, groups for . . . . .	CS
Textbooks (new, used) . . . . .	BK
Tickets—campus events only . . . . .	CW
Tours—guided tours of campus . . . . .	CT
Transcripts	
sent from UICC . . . . .	OAR-T
sent to UICC for evaluation . . . . .	OAR-A
Transfer credit, evaluation of	
equivalencies in major or minor . . . . .	DO
fulfillment of college requirements . . . . .	CO
Travel—U.S. and overseas tours and flights . . . . .	AS, AO
Tuition	
rebates . . . . .	OAR-R
waivers. See Financial assistance.	
Tutoring services	
free (SA acts as liaison for student organizations volunteering such services) . . . . .	SA
paid (available through some departments . . . . .	DO
<i>UICC Student</i> . . . . .	SA
Venereal disease, testing and treatment for . . . . .	HS
Veterans services (personal and financial counseling, and information) . . . . .	VA



Vocational counseling . . . . .	PS, CS
Vocational interest testing . . . . .	TS
Withdrawal from the University . . . . .	CO
Work-study information. See Financial assistance.	

**Key** (For building names, see *Building Abbreviations*, facing *Contents*.)

- AO—Alumni Office, 701 CCC, Ext. 8535
- AC—Activity Center, 303 CCC, Ext. 4636
- ACS—Activities Services, 300 CCC, Ext. 2645
- AIS—Audio-Information Service
  - Offices, 1234 ECB, Ext. 8836
  - Language Laboratory, 305 GH, Ext. 3380
- AS—Auxiliary Services, 7th floor, CCC, Ext. 5058
- AS-H—Auxiliary Services—Housing, 7th floor, CCC, Ext. 5055
- AS-L—Auxiliary Services—Lockers, 7th floor, CCC, Ext. 5058
- AS-P—Auxiliary Services—Parking, 7th floor, CCC, Ext. 5053
- BK—Bookstore, ground level, center, CCC, Ext. 2655
- BO—Business Office (accounts receivable), 415 UH, Ext. 8573
- CCC—Chicago Circle Center
- CCC-B—Chicago Circle Center Business Office, 2nd floor, CCC, Ext. 2626
- CDY—Candy Counter, lobby, UH
- CO—College or School Offices
  - Architecture and Art, 3100 A&A, Ext. 3351
  - Business Administration, 2424 UH, Ext. 4436
  - Education, 3145 ECB, Ext. 4532
  - Engineering, 123 SEO, Ext. 3463
  - Graduate College, 1523 UH, Ext. 3320
  - Health, Physical Education, and Recreation, 351 PEB, Ext. 2770
  - Liberal Arts and Sciences, 350 UH, Ext. 3366
  - Social Work, 4503 ECB, Ext. 3219
  - Urban Sciences
    - general college questions, 1152 BSB, Ext. 8722
    - graduate program, 1140 BSB, Ext. 8722
- ChC—Circle Children's Center, RRB, Ext. 8663
- COM—The Communicator, Ext. 5500 (to hear information).  
Ext. 5055 (to list information)
- CRW—Craft Workshop, 234 CCC (south wing), Ext. 8622
- CS—Student Counseling Service, 1007 UH, Ext. 3491
- CT—Campus Tours and Information, 705 CCC, Ext. 8686
- CW—Cashier, 2nd floor, CCC
- DEP—Dual Enrollment Program, 1223 ECB, Ext. 5344
- DO—Department Offices (See student or staff telephone directory.)
- EAP—Educational Assistance Program, 1234 SEO, Ext. 5040
- ERC—English Resource Center, 107 AH, Ext. 2654
- FA—Financial Aid, 13th floor, UH, Ext. 3126
- FSA—Foreign Student Affairs, 808 UH, Ext. 3121

HP—University Honors Programs, 218 SEO, Ext. 3453  
 HS—Health Service, 11th floor, UH, Ext. 3388  
 IO—Insurance Office, 1219 UH, Ext. 2878  
 LAS—Liberal Arts and Sciences college  
     office, 350 UH, Ext. 3366  
 LF—Lost and Found, 236 CCC, Ext. 2628  
 MN—Main Newsstand, 2nd floor, CCC  
 MOEP—Military Officers Education Program, 712 SEO, Ext. 3451  
 MRT—The Mart, 2nd floor, mezzanine, SES, Ext. 4669  
 OA—Organizations and Activities, 712 CCC, Ext. 4500  
 OAR—Admissions and Records, 1-120 LIB (south wing)  
     OAR-A—Admissions, Ext. 4350  
     OAR-R—Records and Registration, Ext. 4384  
     OAR-S—School/College Relations, Ext. 4388  
     OAR-T—Transcript Requests, Ext. 4384  
 PC—Parents' Cooperative, 2nd floor, CCC (south recreation wing), Ext. 2405  
 POL—Police, University, Services Building, 1130 S. Morgan, Ext. 2830  
 PS—Placement Services, 4061 BSB, Ext. 2300  
 RD—Recreation Desk, 238 CCC (south wing), Ext. 2649  
 SA—Student Affairs, 809 UH, Ext. 3123, 3133, 3100, 5141  
 SC—Supply Center, basement, BSB, Ext. 4670  
 SE—Student Employment, 1301 UH, Ext. 3130  
 SHC—Speech and Hearing Clinic, 202 GH, Ext. 3186  
 SL—Study Lounge, 341 CCC (south wing)  
 TS—Testing Service, 909 UH, Ext. 3477  
 TV—Closed-circuit TV  
     To present message, B-260 LIB, Ext. 2709  
     Monitors, lobbies of UH and LIB, 2nd floor CCC, Lecture Center A1  
 VA—Veterans Affairs, 805 UH, Ext. 5141

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